

Position: - Receptionist

Job Title:	Receptionist/Administrator
Hours:	Full and part time positions, term time and non- term time. You will also be required to attend staff training days/meetings in the academic/business year.
Contract Type:	Permanent
Salary:	Up to £15,000 - depending on experience and qualifications
Responsible to:	Office Manager/ Deputy Headteacher/ Headteacher

Job Description:

We are looking to appoint a full and part time receptionist/ administrator assistant to work within our busy office team. The role involves general office duties required for the effective daily operations, providing an efficient and professional face to face service. You will be team-focused, organised, and efficient, with excellent IT skills and dedicated to provide an excellent customer service to all stakeholders both internally and externally. First aid trained, safeguarding knowledge and training is vital for this position.

General Main Duties and Responsibilities:

- To assist with ordering of supplies, receiving deliveries of stock, checking against delivery notes and informing intended recipient of any shortages, damages etc.
- To assist with arrangements for educational visits and trips.
- To assist with the timely distribution of school newsletters and social media as and when required.
- To undertake reception duties; to be the first point of contact for parents and other visitors in a welcoming manner, ensuring signing in procedures are adhered to, including the signing in/out of pupils.
- To operate the school's telephone system, filtering calls and obtaining information for messages and delivering to the recipient as required.
- To provide administration support to the other administrators, all staff and the Senior Leadership Team, including routine typing, preparation of letters, filing, photocopying and curriculum support.
- To manage all incoming and outgoing post to the school, ensuring post is distributed to appropriate staff.
- To assist with school uniform orders.
- To maintain all Reception area display boards.
- To maintain all filing systems in a timely manner and ensure confidential documents are shredded and destroyed in accordance with procedures.
- Maintain staff and pupils confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
- Undertake any other duties of a similar level and responsibility as may be required.
- To be responsible for all the safe storage and recording of the prescribed medication locked cupboard or fridge.
- To undertake tasks of a similar nature and level, as directed by the Head Teacher/Office Manager.
- To understand the roles of parents and carers in pupils learning and demonstrate ability to liaise with parents and carers sensitively and effectively.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Head Teacher.

- To attend staff meetings, participate in performance management arrangements and undertake training and development activities as and when required from the Head Teacher.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.

Receptionist/Administrator – Personal specification:

	Essential:	Desirable:
Qualification:	<ul style="list-style-type: none"> • GCSEs in English and Math grades A*/9– C/4 or equivalent • First Aid trained • Safeguarding training and knowledge 	<ul style="list-style-type: none"> • 1 year minimum of working in an early years nursery setting
Skills, Knowledge, Aptitude & Experience:	<ul style="list-style-type: none"> • Effective IT Skills including Microsoft Office packages • Competent use of Management Information Systems • Good interpersonal and communicational skills with a wide range of audiences • Good communication skills and experience of dealing with internal and external customers in a confident and professional manner • Good organisational skills • Ability to work collaboratively with a range of colleagues • Ability to work with autonomy within set boundaries and regular access to line manager for guidance • Ability to cope with conflicting demands, deadlines and interruptions • Act with diplomacy, discretion and confidentiality • A team player with the ability to support colleagues effectively • A flexible approach during busy times of the academic year • Interest in own personal development and willingness to undertake further training • Commitment to personal welfare and safeguarding of children 	<ul style="list-style-type: none"> • Willingness to contribute to whole school development

Physical:	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995 	
Personal Qualities:	<ul style="list-style-type: none"> • Approachable • Committed • Able to motivate self and others • Calm under pressure • Well-organised • A desire to make a difference to the lives of the children you teach • A willingness to learn and develop new skills • Professional at all times • Good written and oral communication skills • Enthusiastic and positive, approachable, accessible and flexible • Ability to plan time and organise work effectively • Ability to work with as part of a team towards a common purpose • An excellent attendance and punctuality record 	<ul style="list-style-type: none"> • Knowledge and commitment to equal opportunities issues • Commitment to inclusion • Brings personal interests and enthusiasm to the setting community

The setting is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A full-enhanced Disclosure & Barring Service (DBS) and a pre employment health check will be obtained prior employment including satisfactory references checks.

You may contact us at:

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