**Job Description**

**The White House Preparatory School**

**School Receptionist / Secretary required to start September 2017**

**Main Duties**

* Administration general running of office and daily routines including:
* To be the first point of contact for parents, pupils and visitors and to sign all visitors in and out.
* To be the first point of contact for telephone calls to the school office.
* Deal with initial telephone enquiries, promptly send out information and magazines and make follow up telephone calls.
* To record pupil and occasional staff absence and follow up unexplained absentees with parents.
* To deal with children who visit the office with an injury or illness and liaise with first aiders.
* To deal with general enquiries.
* To assist with sending out circular letters and collate reply slips and enter data onto excel spreadsheets as required.
* Open and distribute post and internal mail.
* Keep up to date with filing / pupil filing.
* To share other administrative tasks as part of the school office team as required.
* Update class lists, WAPS lists etc.
* Prepare and maintain medicine and dietary lists.
* Book courses for staff.
* Order and distribute stationery and ensure supplies of forms and certificates are available when required.   
  Ensure the photocopier is operating effectively and report faults promptly.
* Report milk numbers for under 5’s.
* Update calendar dates for the School.
* Set up and maintain new pupil files.

**Hours of work**

The post is term time only plus one week at the beginning of the Autumn Term, 2 days at the beginning of the Spring and Summer Terms and 1 day at the end of each term. The hours of work are Monday to Friday 8.30am – 5pm with a one hour lunch break.

**Salary**

Dependent on experience, to include holiday pay.

**Essential skills and qualifications**

The ability to work confidentially, efficiently and accurately.

Excellent interpersonal skills and the ability to be diplomatic and discreet.

Well organised with good time management and the ability to prioritise.

Excellent verbal and written communication skills.

Ability to work independently and as part of a team.

Good IT skills, including knowledge of Microsoft Office and Excel.