

**Job Title: Administration Assistant/Receptionist**

**Role:**

The role of the Administration Assistant/Receptionist is to assist the Headmaster’s PA/Admissions Registrar, the School Administrator and the Marketing & Communications Manager with the administrative requirements of the School.

**KEY Responsibilities:**

**Assisting the Headmaster’s PA/Admissions Registrar**

● Assist with managing school admissions and communications under the direction of the Headmaster’s PA/Admissions Registrar and in liaison with the Marketing & Communications Manager.

● Assist with inputting prospective parents’ information on to the MIS and using it as a tracking facility, following up visits.

● Assist with preparing waiting list/available places information and documents for open mornings.

● Assist with analysing open morning visitor statistics for feedback to the Senior Leadership Team, Marketing and staff.

**Assisting the School Administrator**

● Assist with our busy reception, deal with parent communications and other admin tasks as directed. These may include photocopying, distribution of documents and management of deliveries.

● Maintain and update the School’s general noticeboards.

● Manage the After School Club bookings and pass on booking/cancellation information to the After School Club leader.

● Co-ordinate, in liaison with the Head of Teaching & Learning, pre-test and entry test holiday work and external assessment papers.

● Prepare, in liaison with the School Administrator, the Weekly Events sheets for staff.

**Assisting the Marketing & Communications Manager**

● Update the School’s information screens on a daily/regular basis.

● Update the website with relevant information gathered for the information screens.

● Attend the weekly Sports Dept. meetings, update online fixtures accordingly and ensure teamsheets are updated.

● Input fixtures on to the website on a termly basis.

● Assist with the monitoring of social media content, updating both Facebook and twitter with relevant information.

● Update the website with any urgent communications when the Marketing & Communications Manager is unavailable.

**KEY Responsibilities continued:**

**Generally**

● Act in a supportive role at all times to the Headmaster’s PA/Admissions Registrar, the School Administrator and the Marketing & Communications Manager, under their direction.

● Follow direction and respond professionally to unexpected situations.

● Hold the children’s welfare uppermost at all times.

● Keep confidential any information regarding the children or their families that is learnt as part of the job. Confidentiality must always be respected.

● Observe the codes of conduct and behaviour as detailed in the Staff Handbook.

● Support colleagues and demonstrate loyalty to the school at all times.

● Be aware of the Health and Safety rules/guidelines and the School’s policies and procedures.

*These are the key responsibilities as currently defined and are not listed in priority order. Post holders should not place emphasis on the location of the task within the forgoing job description. From time to time the key responsibilities may be varied. This list is not exhaustive and other duties may be assigned to this position when required. The School may modify the duties outlined in this job description to reflect or anticipate changes in the job as the needs of the School change.*

**Person Specification:**

**Essential:**

● Experience in using Microsoft Office, good IT, typing and administrative skills, excellent time management and organisational skills.

● Willing to undertake Emergency First Aid training and provide cover under the direction of the School Administrator (also the School’s Appointed First Aider) when they are unavailable.

● Willing to undertake any appropriate training where necessary.

● Excellent written, oral and communication skills, confidentiality, sensitivity, good listening skills, patience, positive attitude, common sense, kind and caring friendly manner and sense of humour.

● Adaptable and flexible, ability to work under pressure, able to use own initiative and be proactive, ability to participate well in a team, capable of multi-tasking.

● Ability to form and maintain appropriate relationships and personal boundaries with children, families and colleagues.

● A suitable person to work with children under the terms of the Children Act and other relevant legislation.

● A willingness to participate in school events and be fully involved in the life of the School, attend school inset days/meetings and attend and assist with various functions that are listed on the school calendar.

**Desirable:**

● Experience of working in a school or educational environment, experience of working with children.

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS disclosure.**