

**Job Description**

**Job Title: Receptionist/Administrator**

**Reporting To:**  The Heads PA

**Working hours:**  8am – 5pm Monday to Friday

**Checks:**

The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom she/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Education Safeguarding Policy (including Child Protection Procedures) at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.”

**Working with us**

Achieving more than you believed possible – that’s what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us

Since Cognita’s launch in 2004, we’ve built an international network of 64 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita’s international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

**Job summary**

To provide customer support and administration services for Cumnor House School. The receptionist will manage the reception area, ensuring all visitors, contractors etc. are greeted professionally and that the necessary security and safety procedures are followed. They will ensure that telephones are answered promptly and general queries dealt with professionally and promptly as well as managing all internal and external post and deliveries in a prompt and efficient manner.

**Key Responsibilities**

**Admin Support**

* Maintain and update the Schools and Head Office Contact lists.
* Record and maintain attendance registers using the schools preferred Management Information System.
* Provide admin/secretarial support to SLT and other staff as required.
* Transport bookings for all trips and visits.

**Marketing Support**

* Maintain supply of appropriate marketing literature in the Reception area.
* Support and attendance at Open Mornings.

**First Aid**

To act as the School’s primary First Aider and be responsible for the medical room:

* To deal with all enquiries of a first aid nature including the management of the medical room, first aid equipment and ordering of necessary supplies.
* To ensure compliance with all health and safety regulations in accordance with accidents, reporting procedures and management systems in the school.
* To be responsible for the security and safe storage of GP prescribed medication for pupils.
* To ensure that parent medical and administration of medicines consent forms are completed and filed accordingly.
* To be trained for specific medical conditions and on how to use and administer specialist equipment such as Epipens.
* To contact the parent/guardian of students to report incidents, sickness, accidents and emergencies.

**General**

* To ensure all duties are carried out in accordance with Health and safety regulations and with due regard to Child Protection and Safeguarding.
* To undertake any training and development for the better fulfilment of the post.
* To undertake any other duties and responsibilities as determined by the Headmaster, Business Manager and Heads PA.

 **Principal working relationships**

**Internal:**

* Cumnor House employees

 **External**

* Third party suppliers
* Visitors

**Person Specification**

*We are seeking to recruit a positive, pro-active and self-starting individual to join our school team.*

*Applicants must possess excellent communication, organisational and time management skills as well as a willingness to take on a variety of tasks.*

* Excellent people skills – confident & friendly with a good awareness of customer care
* Excellent telephone manner
* Confident with IT and basic office software packages – will need to be able to use Word, Excel & Powerpoint at a basic level
* Reliable and flexible with ways of working
* Able to show initiative and provide attention to time critical duties

**Arrangements for appraisal of performance**

The role of Receptionist will be monitored through the school’s Performance Management Programme.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_