



## **JOB DESCRIPTION**

### **Receptionist and School Admin Assistant**

Job Title:	Receptionist
Responsible to:	Office Administrator, Head's PA, SLT and Headmistress
Salary:	£14.00 per hour; paid pro-rata over 12 months
Hours:	Monday to Friday from 9.00 am till 1.00 pm (40 weeks: Term time – 36 weeks; 3 x half-terms; plus, one week)

Overview: A friendly, organised, and efficient School Receptionist with administrative duties. First point of contact for visitors, parents, and pupils, providing excellent customer service and ensuring smooth administrative operations within the school.

#### Key Responsibilities:

##### Reception Duties:

- Greet and welcome visitors, parents, and pupils warmly and professionally.
- Answer, screen, and direct phone calls, taking messages as necessary.
- Manage the visitor sign-in process and issue visitor badges.
- Respond to general inquiries from parents, pupils, and staff, providing accurate information or directing them to the appropriate person.
- Maintain a tidy and organised reception area.

##### Administrative Duties:

- Assist with pupil registration and admissions processes and maintain accurate pupil records.
- Handle incoming and outgoing mail, including distribution to staff.
- Manage appointments and schedules as required.
- Help prepare and distribute school newsletters, announcements, and other communications by hand or electronically.
- Assist with organising school tours, meetings, and other key events.
- Maintain and update school databases, ensuring data accuracy and confidentiality.
- Support the administrative team with various tasks, including filing, photocopying, and ordering supplies.

#### Person Specification:

##### Qualifications and Experience:

- Previous experience in a receptionist or administrative role, preferably in an educational setting.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Experience with school management software is an advantage.

##### Skills and Abilities:

- Excellent verbal and written communication skills.
- Strong organisational and multitasking abilities.
- Ability to handle sensitive information with confidentiality and discretion.
- High level of attention to detail.
- Customer service-oriented with a friendly and approachable demeanour.
- Ability to work independently and as part of a team.
- Proactive and flexible attitude towards tasks and responsibilities.

##### Personal Attributes:

- Professional appearance and behaviour.
- Positive, can-do attitude.
- Reliable and punctual.
- Empathetic and understanding towards pupils, parents, and staff.
- Commitment to the ethos and values of Newbridge Preparatory School.

#### HEALTH AND SAFETY

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

#### ADDITIONAL INFORMATION

- The post holder is required to contribute to and support the overall aims and ethos of the school.
- All staff members are required to participate in training and other learning activities, as well as in performance management and development, as required by the school's policies and practice.

**The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may be necessary from time to time.**

#### WORKING ENVIRONMENT

- The post may occasionally include clearing up children's blood or bodily fluids.

NB. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions/cautions they may have, and any orders made against them.

#### Annual Review:

This job description will be reviewed annually and may be amended or modified at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the school's main expectations regarding the postholder's professional responsibilities and duties.

**Safer Recruitment:**

Newbridge Preparatory School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will undertake your role and responsibilities in accordance with Newbridge Preparatory School's Safeguarding and Child Protection Policies and Guidelines. The successful applicant will be required to have an enhanced DBS disclosure.

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

Print Name: \_\_\_\_\_