



## Bickley Park School

### Job Description

<b>JOB TITLE</b>	<b>School Receptionist &amp; Administration Assistant</b>
<b>DEPARTMENT/SECTION</b>	Administration & Premises
<b>REPORTING TO</b>	The Marketing Manager
<b>LOCATION</b>	Bickley Park School, 14- & 24, Page Heath Lane, Bickley, BR1 2DS

#### Overall objectives of the job:

The principal objective of the role of School Receptionist and Administration Assistant is to provide a welcoming front-of-house service, be the first point of contact for parents and visitors to the school and to provide high quality administrative support to senior staff. There will also be a requirement to help with the School Newsletter and Social Media management.

#### Principal duties and responsibilities:

- Greeting all parents/carers and visitors with professionalism and comply with safeguarding and security processes.
- Ensure entrance areas and meeting rooms are maintained to a high standard.
- Manage the sign in/sign out system and the school Info email box.
- Provide administration support to the Prep School SLT Members, HR Manager, and other Administration staff when required.
- Support and monitor pupil house point system.
- Deal with parents, staff, pupils and visitors in person, phone or email and manage written correspondence as directed and treat such matters with confidentiality and sensitivity.
- Be responsible for ensuring that all visitors, contractors, club providers and peripatetic staff visiting the school provide a valid DBS certificate prior to being allowed unaccompanied access to the school site and suitable identification obtained.
- Manage the administration of all Lettings and commercial income.
- Be responsible for the administration process to support loan of iPads to Pupils along with processing the documentation relating to repairs or losses.
- Taking in/directing deliveries and liaising with the Estates team.
- Deal with the register for the morning school bus and related queries from parents.
- Provide refreshments for visitors as and when required
- Fire evacuation administration to include updating staff and student registers.
- Maintain registers on management information system, manage the signing in/out of pupils, passwords and permissions.
- Manage and record pupil absence and pupils who are taken ill whilst at school.
- Support administration of the senior school pre-assessment process.
- Support School Posts when requested to be sent to SLT for review.
- Update school websites with weekly catering menus and termly music timetables.
- Maintain Prep School external notice boards.
- Support the organisation of major school events – e.g., End of Year Prize Giving/Parents Evenings & Open Mornings,
- Comply with the School's policies and procedures, particularly those relating to child protection and the safeguarding of children, equal opportunities, health and safety, confidentiality and data protection and report any concerns to an appropriate person.

#### Qualifications:

- Educated to GCSE level
- Good level of English & Maths essential
- Competent in the use of Microsoft Office software, to include but not limited to, Outlook, Word, Excel

**Background and experience necessary:**

- Proven track record of working in a busy front line secretarial, receptionist or administrative role is highly desirable.
- Previous experience of working in a school or educational setting highly desirable, although training will be given to the right candidate.
- Knowledge of how social media works and any other digital marketing experience would be desirable, although training will be given for the right candidate.

**Personal Skills:**

- Excellent communication and inter-personal skills
- Easily builds rapport with people
- The capacity to remain calm under pressure
- Excellent teamworking skills
- Excellent organisational and time management skills
- Attention to detail
- Negotiation skills
- Flexible team member and willing to go 'the extra mile'
- Tact, discretion and diplomacy
- Proactive, self-motivated and use initiative

**Staff reporting to this position:**

- None

**Contact/relationship with others (external and internal):**

- Head
- Head of Prep
- Bursar
- Parents, Guardians & Pupils
- Teaching and other Administration staff
- 3<sup>rd</sup> party contractors and suppliers

**This job description is not intended to be exhaustive in every respect and employees are expected to undertake any, and all other reasonable and related tasks allocated to them.**

*Bickley Park School is committed to safeguarding and promoting the welfare of the children. The successful applicant will be subject to a full Disclosure and Barring Service (DBS) disclosure and checks regarding proof of ID, medical clearance and the right to work in the UK.*

*We are proud of our diversity and inclusive culture in our workplace. We welcome all applications regardless of age, disability, gender reassignment, pregnancy, maternity, race, religion or belief, sex, sexual orientation, marriage or civil partnership.*

*We are an equal opportunities employer.*

SIGNED (Post Holder): ..... DATE: .....