



TUNBRIDGE WELLS GRAMMAR SCHOOL for BOYS

Job title: Receptionist / Administrator
2 days per week, term time only
Hours: 8.15am to 4.30pm
Kent Range 4 (£17,498) pro rata.
Required March 2020

Responsible to: School Office Manager

Overall Responsibility:

- To work within the School Office Team, based in the Main Reception, providing an efficient and professional school reception service.
- To be the first point of contact for all visitors, signing them in and out in accordance with school policy and safeguarding procedures.

Duties/Accountabilities:

1. Greet personal visitors to the school and respond to queries appropriately.
2. Answer telephone calls and pass on messages to staff either verbally or via email.
3. Deal with general email enquiries and follow up if necessary.
4. Maintain student records in SIMS as required.
5. Prepare internal form lists, telephone directories, staff lists and photo books and update as necessary.
6. File student documents electronically using MStore.
7. Undertake training in school communication systems including the InVentry signing in system.
8. Update SIMS with pupil attendance updates in conjunction with the Attendance Officer.
9. Maintain pupil archives.
10. Process and distribute incoming post and prepare outgoing post including franking.
11. Undertake ad-hoc projects and duties as required by the Office Manager.

Health and Safety:

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
2. Co-operate with the employer on all issues to do with Health, Safety and Welfare.
3. Support the School's implementation of all current statutory requirements, e.g. Disability Discrimination act, Access to Work, Equal Opportunities, Child Protection.

Skills:

1. Excellent written and verbal communication skills are required.
2. Be a confident user of Outlook, Excel and Word. SIMS experience is highly desirable although full training can be provided. Typing Speed 50wpm.

Continuing Professional Development:

1. In conjunction with the Office Manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the School.
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.