



St Christopher's School Trust (Epsom) Ltd

Job Title: Part-time Receptionist and Admin Assistant

Main purpose of job: The main purpose of this role is to deliver outstanding customer service to all visitors, parents, pupils, and staff within the School, as well as to provide general administrative support to colleagues.

The role requires working from 8.00am until 2.30pm, 6 hours a day, five days a week during term time, along with 2 additional days before the start of each term.

The role also involves assisting the School Secretaries in the smooth operation of the School office, ensuring visitors, pupils and callers are warmly welcomed and supported. It is essential to maintain discretion and confidentiality at all times.

Responsible to: The post holder is responsible to the Bursar and to the Headteacher and Deputy Head, while working closely with all staff as required. The post holder also interacts on a professional level with other colleagues and seeks to establish and maintain productive relationships with pupils, parents, and prospective parents, including outside agencies.

Duties:

Duties may include (but not limited to):

- Provide a welcoming and professional reception service, acting as a main point of contact for School visitors.
- Handle general enquiries from parents, pupils, staff and visitors via telephone, email or face to face redirecting queries as needed.
- Assist in managing the school's email inbox, ensuring timely responses and forwarding messages to relevant staff members as necessary.
- Control access to the school in line with the school's safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety information.
- Monitor report any unknown individuals on the school premises, following appropriate school procedures.
- Daily monitoring and maintaining the attendance/absence registers for both the nursery and school. Following up on any absences by contacting parents and passing on information about absentees to the appropriate staff. Checking on absentees not reported to School.
- Produce regular attendance reports as requested and maintain late sign-in records.
- Record first aid incidents in the school's management information system and ensure first aid kits are fully stocked and order new items where necessary.
- Assist with the preparing and distributing school notices and correspondence as required.
- Conduct stock checks and manage the ordering of stationery and uniform.
- Sorting and distribution of post, process and manage filing, photocopying, and other administrative tasks.
- Oversee medical and dietary information for pupils, ensuring it is communicated to the relevant staff.
- Update catering arrangements for pupils with dietary restrictions to the catering team.

- Supporting after care bookings and liaising with the finance team, printing out daily registers.
- Coordinate school transport for trips, working with staff to confirm dates and timings.
- Assisting with additional administrative tasks as needed, supporting to the School Secretaries and maintaining an organised front office environment.
- Providing refreshments to visitors upon request by senior management.

Other responsibilities:

- Promote and safeguard the welfare of children for whom you are responsible and with whom you come into contact.
- Assist with the supervision of pupils out of lesson time, including lunch sessions and other break duties as timetabled.
- Assisting with the safe evacuation procedure of pupils, staff and visitors
- Be aware of and comply with policies and procedures relating to child protection, Health & Safety, security, confidentiality, and data protection, reporting all concerns to an appropriate person in a timely manner.
- To comply with safeguarding policies, procedures, and staff code of conduct
- It is understood that there are occasions when you may be asked to stay beyond your hours to support one-off events during the year and are asked to attend a school fair once a year.
- To attend INSET days, prep days and participate in training and other learning activities and performance development as required.
- To be deployed across the school and nursery as directed by the Headteacher and Deputy Head as required for the flexibility of the running of the school.
- To undertake additional duties as may be reasonably required by the Headteacher or Governors.

Safeguarding of pupils and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm and know the characteristics of abuse or neglect. If you suspect or confirm harm, then it is essential you know what actions to take.

Annual safeguarding training is offered at St Christopher's, and it is the staff member's responsibility to be aware of the most up to date guidance documents in the Keeping Children Safe in Education document (DFE (Department for Education)).

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.