



RIPLEY COURT SCHOOL

Ripley Court School Job Description

RECEPTIONIST AND ADMINISTRATOR

Ripley Court School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Purpose of the role:	<p>The main purpose of this role is to provide a high level of customer service to all visitors, parents, pupils and staff within the School and to provide general administrative assistance to colleagues.</p> <p>There will be a requirement to work from 7.45am until 4.45pm, for five days per week during term time.</p> <p>The role holder will be required to work term time, plus 1 week (35 working weeks in total). There will also be a requirement to attend INSET training days.</p> <p>This role will report into the Office Manager.</p>
Main Duties and Responsibilities:	<p><u>Reception/Administrative Support</u></p> <ul style="list-style-type: none">• Provide a welcoming reception service, acting as a main point of contact for visitors at the School.• Answer general telephone, email and face to face enquiries from parents, pupils, staff and visitors, redirecting as necessary.• Follow the School's protocols with regards to signing in visitors and providing visitor lanyards and safeguarding/health and safety information.• Administer morning and afternoon registration on the School's database. Maintain all pupil registers including Clubs and the Fire Register. Follow up on any absences. Run monthly attendance registers for SLT and liaise with the Deputy Head regarding any anomalies.• Maintain a register of pupils who use the School bus and print a weekly copy of the register. Liaise with parents and bus drivers regarding any changes with relation to the bus service and deal with any queries. Complete disbursements termly for Finance.

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- Be responsible for the organisation and coordination of clubs and activities. Rotate clubs on a termly basis and be the main point of contact for all club providers. Ensure clubs are organised in line with School policy and legal requirements with regards to administration, safeguarding and health and safety of activities.
- Check cameras are functioning daily and report any issues.
- Order supplies as required.
- Process purchase orders and deliveries.
- Maintain sign-in sheets for pupils when late and maintain InVentry for the signing in of staff and visitors.
- Liaise with HR and the Compliance Manager to ensure that all visitors to the School, including staff and contractors have appropriate checks and documentation in place.
- Support with general administrative tasks and School events as required.

First Aid

- Be a first aider (full training will be provided) and provide first aid care and medicine to pupils as required, following correct protocol.
- Ensure on a termly basis that first aid boxes and supplies, lockdown boxes, medical bags and medicines are resourced and in date and any out of date products are disposed of.
- Book and register first aid training for staff.
- Maintain up to date medical and allergy information for pupils, sharing updates with staff and the catering team as necessary.
- Ensure any accidents are logged in the accident book. Provide a monthly report of accidents.
- Ensure that first aid bags and printed pupil information are ready for teachers to take for School trips.
- Wash and replace bedding in the sick bay weekly.

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- Liaise with teachers regarding any concerns about pupils, both medically and pastorally.
- Enter medical data onto the School's database – update SchoolBase to reflect treatment given.

Other Duties

- Assisting where necessary with catering and teas.
- Keep areas tidy including the staff room (empty dishwasher and reload as needed).
- Collect quotes for School trips, liaise with teachers for approval, confirm quotes, confirm bus a week before departure.
- Assist the Deputy Head with maintaining School trophies and coordinating Speech Day. Ensure trophies are returned to the School, arranging replacement trophies, getting engraving done as needed.
- Undertake such other comparable duties as the School may require from time to time and commensurate with the role.
- Participate positively in the life of the School.
- Adhere to all School policies and procedures.
- Maintain confidentiality in accordance with data protection regulations at all times.
- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- Attend INSET training and staff training meetings as required.
- This job description should be seen as enabling rather than restrictive and is subject to regular review.

Ripley Court School Person Specification

RECEPTIONIST AND ADMINISTRATION ASSISTANT

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	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Previous experience of working within a Reception or other customer service role. 	<ul style="list-style-type: none"> • Experience of a similar role in the education sector.
Skills and Knowledge	<ul style="list-style-type: none"> • Excellent interpersonal and organisational skills. • Strong communication skills, both oral and written. • High level of customer service skills. • Excellent IT skills. • Confident knowledge of Microsoft Office, including Outlook, Word and Excel. 	<ul style="list-style-type: none"> • Knowledge of legislation relevant to Early Years such as EYFS, SEN, Safeguarding etc.
Personal competencies and qualities	<ul style="list-style-type: none"> • Pro-active and positive 'can do' approach. • Ability to work as part of a small team. • Able to maintain confidentiality. • Able to work calmly under pressure. • Flexibility and adaptability. • Warmth and patience. • Committed to the safeguarding and welfare of all pupils. 	