Job Description Reception Administrator



The Reception Administrator will provide a professional, friendly and welcoming Reception service to all visitors to the Senior School. The postholder will report to the Administration Manager and will work closely with the School Administrator to provide support for the Senior Leadership Team and academic staff, as well as general administrative support with specific responsibilities including registration/attendance.

Hours:

0800–1700, two days per week, term time only plus two weeks/four days equivalent during the holiday periods, by agreement.

The role will be reviewed six months after the appointment, both in terms of areas of work and hours.

Main Responsibilities

Reception: Follow approved procedures including:

- Provide the first point of contact at Senior School for visitors; maintain a Visitor Register and reserve parking; issue visitor passes ensuring our safeguarding procedures are adhered to;
- Receive and distribute post and deliveries; manage outgoing mail;
- Operate the school's main telephone, transferring calls or taking and delivering messages as appropriate;

Registration:

- Complete form registers, recording late arrivals and reported absences, etc.;
- Complete daily absence report and contact parents regarding unexplained absences.

First Aid:

- Provide a triage service for pupils and staff who are unwell or require first aid, following approved procedure, contacting parents if necessary, and complete appropriate documentation;
- Organise individual pupils' medication and contact details for trips out of school/fixtures;
- Maintain individual pupils' medication and first aid supplies;
- Manage registers for Emergency Auto Injector and Emergency Inhaler and produce photograph reports
- Undertake regular first aid training at an appropriate level (e.g. First Aid at Work).

Communication:

- Provide liaison between staff, pupils and parents and third parties;
- Manage and action incoming emails to school accounts.
- Prepare letters and correspondence for My School Portal;
- Use of school's communication and finance systems including Parents Evening System, ParentPay, SOCS Calendar.

• Manage Senior School 'What's On' Noticeboard ensuring information is up-to-date and relevant.

Co-ordination:

- Maintain minibus diary and room bookings, allocating use by priority/procedure;
- Book coaches for sports fixtures, theatre trips, etc.

Administration:

- Produce and monitor lists of pupils and staff on site;
- Co-ordinate Lost Property and arrange half termly displays with Prefect team;
- Update information regarding staff vehicles, telephone extensions, pupil cyclists, etc.
- Undertake secretarial duties for the SLT and SS academic staff as required;
- Carry out other clerical duties as requested;
- Perform such other duties as may be required by the Principal.

15/11/2019

Person Specification Reception Administrator



Experience and Qualifications

- Minimum 5 GCSE passes grade A-C (or equivalent) including English;
- Secretarial Diploma or Certificate;
- Experience within a school environment beneficial but not essential.

Knowledge and Skills

- Excellent verbal and written communication skills;
- Good numeracy skills;
- Excellent ICT skills with the ability to use a range of Microsoft Office packages including Word, Excel, Outlook, and PowerPoint;
- Strong organisational skills;
- First Aid skills (training will be provided).

Personal Qualities

- Patient, flexible, and versatile;
- Ability to work under pressure;
- Possess integrity, trustworthiness and discretion.

People and Relationships

- Personable character with friendly disposition and pleasant manner;
- Ability to develop and maintain appropriate relationships with pupils, staff, parents and outside agencies;
- Possess good communication skills verbal and written;
- Works well as a member of a team.

Other

 Ewell Castle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants