



The King's School Job Description

RECEPTIONIST/ADMINISTRATOR

Purpose:	<ul style="list-style-type: none"> ▪ To provide a positive and welcoming face of the school to visitors and helping to deal with a wide range of queries. ▪ To ensure the school's safeguarding processes for visitors to the school are implemented fully. ▪ To provide excellent administrative support to specific curriculum departments which facilitates the effective education of our students.
Reporting to:	Director of Finance and Operations
Liaising with:	Headteacher, Senior Leadership Team (SLT), teaching staff, Heads of Department, relevant support staff, external agencies and parents/carers.
Working time:	37 hours per week: 08:30-16:30, Monday to Thursday and 08:30-16:00 Friday. 39 weeks per year term time, this includes 5 INSET/Twilight training sessions.
Salary:	FTE: £20,533 to £21,512. For Exceptional Performance in role up to £23,451. Pro Rata Actual Salary: £17,428-£18,259. For Exceptional Performance in role up to £19,905.
Disclosure level:	Enhanced
Reception:	<ul style="list-style-type: none"> ▪ Ensure the reception to the school provides a positive and welcoming environment for visitors, providing hospitality where appropriate. ▪ Answer switchboard telephone calls and seek to resolve queries by diverting or dealing with them as appropriate. ▪ Implement the school safeguarding procedures to include: operating the site electronic gates, signing in visitors and checking their ID/DBS status and issuing appropriate passes. ▪ Deal with visitors to reception and their enquiries. ▪ Ensure the accuracy of deliveries and signing for parcels (including examination deliveries) and sorting incoming post as required. ▪ Oversee the duties of the Year 8 office duty student. ▪ Frank external post (including the franking and logging of examination despatches) ready for collection by couriers/Royal Mail. ▪ Support the operation of the reception photocopiers and assist staff as appropriate and log issues with the ICT or the company as appropriate. ▪ Deal with office email account and forward and log as necessary in the communications log on SIMS/EduLink. ▪ Ensure parcels and goods received are managed and logged appropriately, liaising with the caretakers for onward transfer. ▪ Support the production of the school weekly calendar. ▪ Manage orders and receipt of goods for the department. ▪ Manage the emergency evacuation register of staff/visitors, keeping it up to date, as necessary, and ensuring its appropriate use in an emergency evacuation. ▪ Manage the minibus booking system, liaising with finance as required. ▪ Maintain the signing-in system with up to date details of new staff/leavers and visitors. ▪ Respond to parental queries regarding our parental engagement systems, performing password resets and similar enquiries. ▪ Maintain and distribute up to date telephone lists for internal communications. ▪ Maintain the reception/front office "manual" to support other staff in the event of staff absence.



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Administrative support:	<p>Provide proactive administrative support to a number of allocated subject departments, to include:</p> <ul style="list-style-type: none">▪ Photocopying and preparation of curriculum resources, ordering and receipt of goods for the department, updating noticeboards and curriculum displays.▪ Supporting departments with behaviour and reward system administration.▪ Supporting departments' communications with parents.▪ Providing administrative support for trips and visits that are organised by the department.
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Other specific duties:	<ul style="list-style-type: none">▪ Taking part in the school's staff development programme.▪ Continuing professional development in the relevant areas.▪ Engaging actively in the appraisal process.▪ Playing a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.▪ Supporting the teaching staff and thereby the achievement and progress of students.▪ Providing a level of sustained and substantial contribution to all aspects of the school commensurate with experience and pay grade.▪ Promoting actively the school's corporate policies.▪ Establishing constructive relationships and communications.▪ Complying with the schools' Health and Safety policy. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>
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Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but, following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title. When applying for the role, it is important that you refer to the school's **Safeguarding and Child Protection Policy** and the **DBS Disclosure Policy**, which can be found on our website (About Us – Policy Documents). **We are committed to safeguarding the welfare of students so all staff are enhanced DBS checked.**