

Prep School Receptionist (Administrative Assistant)



Job Description

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

Summary of the role	Job Title: Prep School Administrative Assistant Department: Prep School Location: De Parys Avenue, Bedford Job Purpose: To undertake reception duties and provide administrative support in connection with all aspects of the Prep School. To be the first point of contact for visitors to the school and play a key role in representing the school with warmth and professionalism. Reporting Line: PA to Prep School Headmaster Hours: An average of 22.66 hours per week, plus alternate Saturdays during term time (and INSET days) but the post-holder will be required to work as necessary to complete the job (subject to the Working Time Regulations 1998). Main hours are Monday to Friday 12.45pm - 5.00pm and alternate Saturdays 8.00am – 12.00pm (12 per academic year).
Main duties and responsibilities	This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment. The main duties and responsibilities of the Prep School Receptionist (Administrative Assistant) are as follows (this list is not exhaustive): ● To undertake reception duties and be responsible for the Prep School Reception Desk. ● To ensure the registration process runs smoothly and boys' attendance is followed up and reported as requested. ● To create a welcoming atmosphere through a friendly, approachable presence. ● To be the first point of contact for visitors including prospective parents and pupils. ● To act as a key point of contact for enquiries from boys, parents and visitors. ● To assist Admissions with visiting prospective parents and their queries. ● To provide first aid to boys as appropriate, liaising with the Medical Centre accordingly, and maintain records. In an emergency situation to act as the point of contact. To keep up to date with first aid training. ● To undertake data entry relating to existing pupils on the school database.

	• To provide administrative support for the Prep School (including for example: raising purchase orders as necessary, stationery ordering and stock control, in liaison with the School Administrator). • Support for events, trips and productions, calendar entries, updates to notices page on school website, assist with lost property, booking coaches and ordering in- house refreshments. • To keep the Prep School Headmaster's PA informed of work in progress and to anticipate workloads in the coming weeks and thereby contribute to the smooth functioning of the Admin Support Team • To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information • To promote and safeguard the welfare of children within the school • To assist with any other duties as delegated by the Prep School Headmaster or the Headmaster's PA, to ensure the smooth running of the Admin Support Team and the Prep School In addition, the job holder will be expected to carry out any other duties commensurate with the post as may be reasonably required by the Prep School Headmaster or the Headmaster's PA. The job holder will be responsible for ensuring that their working knowledge and skill base is kept up-to-date, to ensure that they can support the Prep School appropriately.
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You may also be required to undertake such other comparable duties as the Trust requires from time to time.

Person Specification – Prep School Secretary/Receptionist

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	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	Good standard of education	Further education qualification in administration or secretarial skills	<i>Certificates</i>
Experience	Relevant experience in a similar role	Experience in a similar role Experience of working in a school environment	<i>Application form and references</i>
Skills and Knowledge	Strong ICT skills – confident in the use of Word, Excel, email and internet The ability to articulate and communicate clearly in a professional manner (orally and in writing) Effective organisational and time management skills. Able to remain calm under pressure, work to deadlines and manage competing priorities Strong interpersonal skills, including the ability to relate well to people on all levels.		<i>Application form, references and interview</i>
Personal competencies and qualities	Flexible approach, to meet daily demands of the role Self-motivated and able to use initiative to ensure tasks are completed Able to organise time effectively and prioritise workload		<i>Interview and references</i>