



Post Title: School Administrator Receptionist
Location: Nishkam School West London
Reporting to: Office Lead
Hours: Full time
Contract: 39 Weeks – Permanent

JOB DESCRIPTION

Organisation

- Answer phone calls and manage telephone message system in a pleasant, informed manner for the purpose of providing information and representing the school
- Assist with pupil first aid and welfare
- Assist with arrangements for school trips and events
- Manage the signing in process for visitors and visitors passes
- Respond to enquiries from staff, parents and pupils and forward requests for information and messages to the appropriate individuals
- Manage the signing in process for visitors and visitors passes

Administration

- Provide general clerical support including word processing, and other IT based tasks requiring knowledge of various ICT packages
- Assist with the mailing and distribution of various documents and communication
- Maintain the school's pupil registration system on SIMS
- Monitor pupil attendance, liaising with the Office Manager and SLT as required
- Assist with chasing payments for trips, extended care and clubs on ParentPay

PERSON SPECIFICATION

Education & Qualifications	<ul style="list-style-type: none"> • Previous work in a school or office environment would be desirable
Personal Attributes	<ul style="list-style-type: none"> • communicate effectively and efficiently • pleasant manner in dealing with staff, visitors, parents and pupils • able to work under pressure and meet deadlines • ability to work as part of a team • be self-motivated
Skills & Abilities	<ul style="list-style-type: none"> • prepare, read and comprehend a variety of job related forms, reports, letters, spread-sheets, maps, plans, records, documentation and correspondence as required by the post • respond appropriately to enquiries from visitors, staff, parents or pupils • deal with complaints adequately and refer to relevant colleagues when necessary • Show initiative in protecting the best interests of the school • Extensive knowledge of SIMS database • Awareness of school related administration
IT Skills	<ul style="list-style-type: none"> • Word, Excel and Powerpoint • operate/use a variety of automated office machines and other office equipment • operate/use a variety of printing/graphic arts machines • operate/use a variety of audio-visual/electronic machines and devices • operate/use a variety of job specific machines/equipment • Experience of school text messaging and cashless systems