



## **JOB DESCRIPTION**

### **Afternoon Receptionist**

**CONTRACT:** Term-time plus 10 days  
**HOURS:** Monday to Friday, 12.30pm to 6.00pm  
**LINE MANAGER:** Head of Administration

#### **Purpose and Key roles**

Via reception, present and communicate the ethos and values of the school in a professional and efficient manner to all external contacts and visitors to Radnor House Sevenoaks. Provide a comprehensive, confidential and accurate '5 star' service to support the school. Understand and ensure full implementation of school policies and procedures in particular relating to child protection, Health, Safety and Welfare, Safer Recruitment, Admissions and Security. Establish priorities, work independently and work without direct supervision on all routine matters.

#### **Key Responsibilities and Tasks**

##### **Reception and Support**

- Deal efficiently, diplomatically, and accurately with all front-line contacts with Radnor House Sevenoaks.
- Receive and screen calls for Radnor House Sevenoaks and deal with enquiries where possible or re-direct as necessary to ensure a prompt and efficient service.
- Receive guests in a professional manner
- Monitor access to and from Radnor House Sevenoaks by authorised visitors to maintain security and ensure students sign in and out correctly and do not leave the school premises without authorisation.
- Update the MRBS on a regular basis ensuring that information relating to school functions and events is accurately entered, in line with the SIMS Calendar and liaising with Catering and other staff as required.
- Coordination and support for the running of key events in conjunction with the Head of Administration.
- Continually maintain and review the Access Policy.
- Liaise with other reception and admin staff to ensure a seamless service.
- Daily fire lists of all pupils and staff must be available from reception as soon as the morning register is compiled.
- Maintain the daily InVentry register of staff on the premises as they arrive and vacate the building.
- Prepare the Breakfast Club sign-in sheets daily

- Maintain and update the working of the in-house administration systems including CCTV and SIMS, My School Post, SOCS and My School Portal and others as required.
- Prepare Daily Late Report.
- Prepare and circulate Weekly Late Report for Heads of Year and Head of Senior School.
- Prepare and circulate Half-Term Absence Report for Heads of Year and Head of Senior School
- Be vigilant and communicate concerns with the Head or other relevant members of staff concerning pastoral issues relating to individual students or groups.
- Maintain an up-to-date staff contact list, contribute to and maintain efficient staff and pupil records, as required.
- As required calling Medical to tend to sick or injured students, and if attending personally to a pupil to ensure any treatment is recorded on Evolve.
- Administer postal arrangements and ensure the Franking machine is fully functioning.
- Receive and direct deliveries in line with the Delivery Policy.
- Deal with emergency situations such as fire drills and ensure daily compliance with the Fire and Safety Policy.
- Regular ordering of all stationery and other items required, regular stock take, so sufficient supplies are available to the school community, updating spreadsheets and liaising with the Head of Administration Prep Office and School Administrator regarding any items required.
- Update the Admin Team Book as required.

#### **Safeguarding Responsibilities and Level of Regulated Activity**

- Promote and safeguard the welfare of children and young persons in the school
- The level of Regulated Activity for this role means that this position involves working on a regular basis at Radnor House where the work gives opportunity for contact with children

#### **Other considerations**

- Knowing the school regulations and health and safety policy and being aware of and implementing the school rules and school policies, in particular safeguarding of children.
- Co-operating with Radnor House in all matters concerning Health and Safety and specifically to take reasonable care of their own Health and Safety and that of others who may be affected by their acts or omissions at work.
- To undertake other such duties that may from time to time be reasonably assigned by the Head of Administration.
- To continue the roles outlined in this job description to the highest level.
- Cover as required.

## PERSON SPECIFICATION

### Qualifications

- Educated to A-level/Level 3 or academic/working equivalent

### Experience:

- Previous experience working as a Receptionist/Administrator role
- Confidence working with Microsoft Office and MS Teams
- Working within the education sector would be an advantage

### Skills & Knowledge:

- Excellent IT skills, knowledge of SIMS would be an advantage.
- Outstanding interpersonal and communication skills, both written and oral
- Demonstrates high work standards together with an excellent eye for detail
- Understands the importance of promoting and safeguarding the welfare of children
- An organised approach with strong time management skills, able to work calmly under pressure and prioritise work as necessary
- A strong team player who can support others in the team and across the school
- The ability to use initiative and work alone without direction when required