



## **BOHUNT HORSHAM**

2-16 All-Through Co-educational School

NOR: 1670

c/o Longmoor Road, Liphook, Hampshire, GU30 7NY

Tel: 07902 161359

[www.bohunthorsham.com](http://www.bohunthorsham.com)

### **Receptionist/Administrative Assistant for Bohunt Horsham Start date: August 2019**

#### **Responsibilities include:**

- Welcoming visitors to the school, following all safeguarding procedures
- Answering the telephone
- Providing information to staff and pupils
- Keep the signing in/out sheets up to date
- Ensuring accurate visitor management systems
- Organising refreshments for meetings/events
- Administration of school trips – collating responses, booking transport, checking payments
- Contacting parents and pupils through the MIS
- Process and distribute post
- Using a database to produce reports, registers, letters and maintain up to date information on noticeboards/website
- Provide minor first aid where necessary (training provided)
- Assist with all administrative tasks, such as photocopying, filing etc
- Lost property
- Attendance
- Checking registers are taken
- Contacting parents/carers of absent children
- Updating attendance on an information management system, running reports.

#### **Desirable experience includes:**

- Experience of using SIMS/School Base or a similar MIS
- Experience of working in a school setting
- Previous office/administrative experience
- Ability to use Word, Excel, Power Point etc
- Confident with use of IT and learning new skills.

**Person specification:**

- Ability to work as part of a team
- Able to prioritise a changing and demanding workload with conflicting deadlines
- Attention to detail and high level of accuracy
- Numerate and able to communicate effectively on the telephone and in person
- Ability to work independently
- Ability to work under pressure
- Respect confidentiality and safeguarding protocols
- Team player
- Supportive and welcoming
- Empathetic and patient
- Good work ethic
- Positivity
- Open to learning new skills
- Adaptable and flexible