



UT VOCE ITA VITA

EXETER CATHEDRAL SCHOOL

Nursery | Pre-Prep | Prep

Job Description

It is not generally possible for professional job descriptions to be exhaustive or definitive. The nature of working in a small and busy School brings both opportunities and situations of necessity, where professional commitment and involvement in the all-round life and work of the School may make additional and extraordinary demands.

Job Title:	Receptionist/Admin Assistant
Directly reporting to:	The Office Manager/Headmaster's PA, but as a member of the Support Staff is accountable to the Director of Finance and Operations.
Job Purpose:	The School Receptionist/Admin Assistant will act as a first point of contact for the pupils, parents, staff and visitors. As part of this role, the Receptionist will also provide administrative support to the School staff.
Staffing Structure:	The School's Administrative team consists of: Director of Finance and Operations, Office Manager/PA to the Headmaster, Registrar, Receptionist/Admin Assistant (Chantry), Pre-Prep Receptionist/Admin Assistant (Hall House), Finance Manager/Fees Secretary, Senior Finance Assistant, Finance Assistant, Support Services Office Administrator, After School Care Coordinator and Librarian.
Responsibilities:	<p>The School Receptionist/Admin Assistant has the following duties, which are not exhaustive and will be the subject of periodic review:</p> <ul style="list-style-type: none">• Responsible for ensuring the front desk and Reception area are staffed between 08h00 and 16h00 on weekdays, during term time.• Complete Prep School registers by 09h30 and 14h00 and log all pupil absences. Follow up any absences identified by the morning and afternoon registers; contacting parents if necessary to ensure all pupils are accounted for;• Meet and welcome visitors, interview candidates and other guests of the School, directing them as appropriate and providing hospitality as required;• Answer all incoming calls on the switchboard and transferring them to the appropriate person/department, taking messages and passing on if

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	<p>required;</p> <ul style="list-style-type: none">• Sort and distribute the post when received and manage outgoing post;• Manage visitor parking and permits for parents;• Coordinate the receipt of emergency contact, medical and photo permission forms for Prep pupils to ensure all are received for all pupils and the relevant database and staff members are updated;• Manage the reception@exetercs.org inbox to ensure timely responses to all correspondence and all messages are sent on to the relevant member of staff;• Manage the House Points and Headmaster's Commendations, printing certificates for distribution in Assemblies;• Update the School database with correspondence and absences;• Prepare notices and rooms for Parent consultation events;• Using the School database and Parent Portal distribute messages as required;• Assist in the production of general forms and documents for distribution;• Provide general admin support to the wider School community e.g. photocopying, filing, emailing, completion of standard forms, responding to routine correspondence, etc;• Liaise with the Office Manager/ Headmaster's PA and other members of the Admin Team to ensure matters are dealt with effectively;• Assist the Office Manager/Headmaster's PA with other duties as required.
	<p>All school staff are expected to:</p> <ul style="list-style-type: none">• Work towards and support the School vision and the current School objectives outlined in the School Development Plan;• Carry out the work of the School to the best of your ability, displaying initiative and enthusiasm and recognising that its status as preparatory and pre-prep, boarding and day school and also a choir school places additional demands and responsibilities on staff who choose to work here;• Support your colleagues and their work, building on all that is good and helping to re-shape what could be better;



	<ul style="list-style-type: none"> • Do all you can, by the relationships that you build with pupils, staff, parents, and wider community, to promote the caring ethos of the School and reflect its Christian foundation; • Support and contribute to the School’s responsibility for safeguarding pupils; • Work within the School’s health and safety policy to ensure a safe working environment for staff, pupils and visitors; • Support and contribute to the school’s responsibility for safeguarding pupils; reporting immediately any safeguarding concerns to the Deputy Head who is the School’s DSL. • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues; • Engage actively in the performance review process, training and development; • Adhere to policies as set out in the staff handbook; • Undertake other reasonable duties required from time to time.
<p>Additional information:</p>	<p>There is a particular need for flexibility regarding working arrangements. In addition, the administrative team is expected to provide cover to ensure messages and post to the School Office are checked regularly during School holidays.</p>
<p>Safeguarding</p>	<p>Exeter Cathedral School is committed to safeguarding and promoting the welfare of children at the School and expects all employees to share this commitment. All employees are required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). This will give details of all spent and unspent convictions and other recordable matters.</p>

Date reviewed: 11/2019 Office Manager/Headmaster’s PA and Director of Finance and Operations
Next review: Will be reviewed and updated annually and all changes will be in agreement with the Headmaster.