



Miss Kay Smith
Headteacher

Job Description

Post Title: **Apprentice Receptionist /Administration Assistant**

Post Responsible to: **Head of Prep School**

The post holder will be part of the Prep School administration team and will have an important role to play in the daily running of the Prep School Office, including general office duties.

Main Responsibilities

- Be the 'face' of BCS and maintain excellent customer service and first impression to any visitors to the Prep School Office.
- Take telephone calls to the school and maintain a helpful and professional response
- Provide support and guidance to parents and visitors
- Manage daily admin tasks
- Maintain information on the Parent Portal
- Provide admin support to the Senior Leadership Team, including data input
- Take responsibility for purchase orders and maintain a department budget spreadsheet
- Provide First Aid support and prioritise the welfare of pupils.
- Complete monthly checks of First Aid kits/Playground kits
- Organise hospitality for events and sporting fixtures
- Support teachers with administrative tasks
- Adhere at all times to Safeguarding and Child Protection regulations.

Curiosity

Commitment

Creativity

Community

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Miss Kay Smith Headteacher

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Mr Russell Slatford MA (Cantab) Headmaster

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- Be aware and adhere at all times to the school code of conduct and confidentiality.
- Carry out such other reasonable duties and responsibilities to ensure the smooth running of the office.

Person Specification

The post holder will possess strong interpersonal skills and will be confident to liaise with parents, prospective parents, visitors and other stakeholders. He/she will have: -

- Excellent client interface manner – maintain the highest level of service.
- Work well as part of a team, with colleagues in both the Prep and Senior schools.
- Be able to work under pressure and maintain a calm demeanour.
- Strong administration skills with excellent attention to detail.
- Uphold confidentiality.
- Be highly organised and able to multitask.
- Have excellent IT skills and knowledge of Microsoft products
- Be able to meet tight deadlines.
- Be committed to own CPD.

The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed.

It is not necessarily a comprehensive definition of the post, as it may include other duties necessary to ensure the smooth running of the school as directed by the Head.

The post holder may also be required to carry out other duties from time to time as deemed as a reasonable request. It may be reviewed and may be subject to modification or amendment after consultation with the post holder.



Signed: _____ **Date:** _____
Post Holders name:

Signed: _____ **Date:** _____
Head of School