



Eaton Square Senior School: School Administrator/Receptionist

Eaton Square Senior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Purpose	<p>The school receptionist is one of the first contacts that parents and visitors have with the school; it is therefore vital that the post-holder be smartly dressed, positive, cheerful, polite, efficient, diplomatic and an excellent communicator with impeccable written and spoken English.</p> <p>As a member of staff, the post-holder will uphold the aims and objectives of Eaton Square Senior School and will promote these whenever possible whilst providing efficient and effective administrative support. This role is term time only.</p>
Accountable to:	Head and Deputy Heads
Responsibilities:	<ul style="list-style-type: none">• To be the first point of call for new, prospective and established parents, together with visitors to the school;• To greet visitors and sign them in as necessary, check ID if required and receive deliveries;• To oversee the student registration process and to monitor attendance levels as required;• To enter data into the school database where required;• To oversee the ordering and payment of school and educational resources;• To produce attendance data on a weekly and termly basis;• To be the 'face of the School' and to welcome guests and visitors ensuring refreshments are always offered to guests where appropriate;• To answer the telephone, take messages and email staff as necessary;• To keep the reception and school office tidy, clear of clutter and a welcoming space for visitors;• To update relevant literature in the reception area on a weekly basis;• To maintain basic stationery and school supplies by liaising with the Accounts Payable• Maintain front door security and reporting any suspicious activity;• Deal with any parent queries e.g. early collection, clubs, missing uniform, etc.• Deal with student queries during the day including basic first aid;• To organise and distribute post;• To assist in the implementation of any decisions made by the senior leadership team or Head's PA;• To adhere to the Health and Safety Policy within the School;• To assist in ensuring that the health, welfare and safety of all the children in the school are met;

	<ul style="list-style-type: none"> • To promote and safeguard the welfare of children and comply with the Eaton Square School Safeguarding Policy; • To liaise with the senior management team and the Head's PA, informing them of any important matters concerning the School; • To be aware of any school policies which relate to non-teaching staff; • To read the contents of the Staff Handbook and abide by any guidelines therein; • To undertake willingly all reasonable requests made by the Head, Deputies or Head's PA • To tour parents and guests when required, particularly while the Registrar takes holiday. • To, where required, work across both the Sixth Form and Senior School sites when support is needed from the Central Team.
Proficiencies required	<p>Good customer service skills, a positive attitude, excellent verbal and written communication skills, friendly, professional, adaptable, good problem solving abilities, a high level of accuracy and attention to detail, excellent interpersonal skills, proficient in Microsoft Office, organised, calm under pressure, adaptable and experienced in multitasking.</p>
Review and Amendment	<p>This job description should be enabling rather than restrictive and will be subject to regular review.</p>