# JOB DESCRIPTION

**Job Title:** Receptionist / Administrator

**Responsible to:** PA to Head of School and Operations Manager

**Hours:** 37.5 hours per week, term time only plus INSET days (39 weeks worked)

**Purpose:** Working within our highly motivated team, you will be the first point of contact for parents, students and all school visitors. With your passion for delivering great customer service, you will create a positive atmosphere and professional impression that reflects our core values and ethos. The role is varied and fast paced and will involve not only working on our busy reception, but also dealing with a variety of administrative and IT activities. The ability to prioritise effectively is a must, as are strong interpersonal and written communication skills.

Prior knowledge of working in a reception/administrative role, involving the use of IT is advantageous, although previous employment in a school is not essential: potential is as important as experience.

**Main Duties:**

* Assist with managing reception and provide hospitality when required for visitors or meetings;
* Assist with any general enquiries received from parents or visitors by phone, email or in person;
* Provide an efficient administrative service supporting the smooth running of the school;
* Input/extract of data and reports from school database and so an aptitude with IT systems/databases would be advantageous;
* Assist as required with filing, collating, copying etc.;
* In liaison with the Premises Officer coordinate the receipt and distribution of deliveries to the school and ensure the relevant member of staff is informed of the delivery;
* Provide cover for other members of the School Administration team as required;
* Attendance at open evenings or school events by agreement will be required;
* To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person;
* To contribute to overall culture and ethos of Bohunt Wokingham;
* To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher.

Specific Duties: You will be responsible for some of these roles based on your experience and/or training. This will be discussed at interview.

* Provide a first aid service including liaison with parents and staff (Note: First Aid at Work training is required and will be provided if needed);
* Use School Comms and SIMs FMS for placing orders and collecting payments (please note the reconciliation of invoices will happen in the Trust finance office);
* Maintain the SIMs assessment manger module for school tracking and reporting;
* Maintain pupils and staff records through the SIMs system;
* Carry out daily attendance checks for students and follow up absence;
* Organise transport, bookings, and parental information for educations off-site visits, sports matches etc.;
* Manage reception as required.

The purpose of this job description is to indicate the general level of responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or designated colleague.