



## JOB DESCRIPTION

### School Receptionist – St Paul's Juniors

**Department** St Paul's Juniors School Office

**Line Manager** PA to the Head & Office Manager

**Role**

To provide effective, frontline reception and administrative support to the School.

**Main duties and responsibilities**

- To be the first point of contact for parents, pupils and visitors and to sign all visitors in and out.
- To book prospective parents in for school tours.
- To answer all incoming telephone calls promptly; filtering and passing on messages as required.
- To monitor morning and afternoon registration on a daily basis, liaising with form tutors, sports staff and music staff and following up unexplained absentees promptly.
- To send text/email messages via School Post as required.
- To update the 'off games' register on a daily basis.
- To access the school database for relevant information on a daily basis.
- To help boys who visit reception and liaise with the school nurses if they are unwell/injured.
- To sign in parents/audience at school performances each term (approximately 2 evenings per term from 5-7pm).
- To collate reply slips and enter data onto excel spreadsheets as required.
- To assist with admissions filing after the 7+, 8+ exam days.
- To receive documents required for school trips and populate spreadsheets for the trip leader.
- To take in and count mufti money.
- To share other tasks as part of the school office team as required.
- All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

**Essential skills and qualifications**

- Proven experience in a receptionist role.
- The ability to work confidentially, efficiently and accurately.
- Excellent interpersonal skills and the ability to be diplomatic and discreet.
- Well organised with good time management and the ability to prioritise.
- Excellent verbal and written communication skills.
- Good IT skills, including knowledge of Microsoft Office, Excel, Googledocs and experience of working with databases.

**Hours of work**

34 weeks (term time) + 5 extra weeks out of term time (an extra 10 days).

During term time: Thursday – Friday, 8.00am – 5.00pm, with one hour for lunch.

During school holidays: Thursday – Friday, 9.00am – 4.00pm, with one hour for lunch.

# St Paul's School Vacancies

---



Days worked during the holidays to be agreed with the Office Manager. Generally, it will be at least one day before the start and after the end of each time, with the remaining days being worked over the Summer and/ or Easter holidays.

## **Holidays**

Pro rata of the full time equivalent of 25 days per annum plus 8 bank holidays. As this is a term time only post, holiday pay will be incorporated into the annual salary.

## **Salary**

£8,285 per annum, which includes holiday pay. This is pro-rata of the full time equivalent salary of approximately £25,500.

## **Benefits**

- After one years' service, part remission of fees at St Paul's School / St Paul's Juniors for children of employees (subject to competitive entry procedures). Please note that remission of school fees is not a contractual entitlement. The Governors reserve the right to vary the rate of remission or to withdraw it altogether.
- Free daily hot lunches provided in the School dining hall, including vegetarian options. Coffee, tea and supplies for hot drinks supplied throughout the day.
- Free parking on site.
- St Paul's employee bicycle scheme, whereby a bicycle suitable for commuting will be supplied, or the cost of purchase reimbursed, by the School to the value of £500.
- Use of sports facilities, including swimming pool and gym, and use of staff changing rooms.
- Stakeholder Pension Scheme.
- Death in Service benefit.
- Employee Assistance Programme, an independent, free and confidential advice service that can offer both practical advice and emotional support.
- Policy for funding external professional development, and reimbursement of relevant professional membership fees.
- After 5 years of employment, annual leave entitlement increases to 27 working days (or pro rata equivalent). This increases to 30 working days (or equivalent) after 10 years of employment.

**November 2019**