



Earlscliffe

We are looking to recruit an excellent member of staff to join our team as a Receptionist and PA to the Headteacher. This is an amazing opportunity to join Earlscliffe, an Independent International Boarding School. We are currently a school of approximately 130 students but we have recently purchased another property which will provide the growth we need due to our popularity and reputation.

We are part of the prestigious Dukes Education Group, a rapidly expanding portfolio of some of the best independent educational establishments nationally. It is an exciting time to join Earlscliffe!

This role will be term time only plus 4 additional weeks (36 weeks total).

Purpose of the Job

To provide an efficient reception service to support the smooth operation of the school alongside administrative support to the Headteacher.

Key duties and responsibilities

The postholder will be responsible for:

- Provide an efficient and professional reception service - greeting visitors, staff and pupils and ensure they sign in / out in accordance with school procedures
- Provide administrative support to the Headteacher
- Excellent interpersonal skills and enjoy working collaboratively with colleagues
- Answer enquiries received in person / by phone or via emails – responding to queries / relaying messages and acting on instructions as needed and referring on when appropriate.
- Managing deliveries and collections of goods and materials and ordering stationery
- General clerical, secretarial, data input and handling, and other administrative duties as time allows and the needs of the School dictates
- Supporting the admissions administration process
- Record and post all outgoing mail and receive / open and distribute all incoming mail and deliveries. Track circulation of correspondence in school as required.
- To undertake any training, as necessary, in order to carry out the function of the School office efficiently
- Administration and organisation for general school events
- First Aid when required (training can be provided)
- Arranging transport for some events, including student taxis to GPs etc
- Events management – eg The School's Annual Valedictory Dinner
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- The ability to make visitors welcome and tactfully manage telephone calls to inspire the confidence of students, parents and outside agencies is a must.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Applicants should describe in their application how they meet these criteria.

Criteria

Qualifications	NVQ Level 2 or equivalent in English and Maths Appropriate first aid qualification, or willingness to complete training
Experience	Proven administration experience.
Skills and Abilities	Good organisational skills, including prioritising, and working to deadlines Good interpersonal/communication skills; the ability to greet visitors and parents in a friendly manner; tact and diplomacy when required An ability to establish good working relationships A positive and professional telephone manner A sense of humour and a can-do attitude A smart, professional appearance
Knowledge	Demonstrate a basic understanding of the work of a school. Competent keyboard skills and a good working knowledge of windows and Microsoft applications, especially Word and Excel as well as Google Suite and Adobe or willingness to complete training Demonstrate an understanding of confidentiality and child protection issues in a school setting.