

CHEVENING (ST BOTOLPH's) CE PRIMARY SCHOOL

RECEPTIONIST / ADMINISTRATION ASSISTANT JOB DESCRIPTION

School: Chevening CE Primary School	Location: Sevenoaks, Kent
Job title: Receptionist / Administration Assistant	Salary range: Kent Range 3

Purpose of the Job:

- To provide an efficient reception service to support the smooth operation of the school.
- To provide general clerical / administrative support to the school under the direction or instruction of senior staff.

Key duties and responsibilities:

1. Provide an efficient and professional reception service - greeting visitors, staff and pupils and ensure they sign in / out in accordance with school procedures.
2. Answer enquiries received in person / by phone or via emails in a calm, friendly and professional manner. Respond to queries / relaying messages and acting on instructions as needed and referring on where appropriate.
3. Ensure monies received for dinner / clubs / trips are recorded and passed to the relevant person. To liaise with parents about outstanding monies.
4. Prepare registers and update records (school dinners / milk lists / early morning and after school clubs) and ensure information is shared as required.
5. Update pupil records both manual and computerised via SIMS (training will be provided).
6. Maintain pupil health and medical care information under the direction of the SENCO.
7. Assist with the organisation of school trips / clubs – ensuring all required records and permission slips are available to the group leader.
8. Receive and distribute all incoming mail and deliveries.
9. Ensure that the Reception area is kept tidy, with information relevant and up to date on notices and the display screen.
10. Assist with maintaining the school diary and arrange meetings / room bookings / visits from external agencies as required.
11. Provide first aid (training will be provided).
12. Undertake a range of administrative tasks to support the efficient operation of the school – including word processing / data entry / filing / photocopying / organizing flower rota.
13. To provide ad hoc admin support in the form of basic finance tasks under the direction of the bursar where required and time permits.
14. Be ready to stand in for colleagues in other areas around the school if required.
15. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

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RECEPTIONIST / ADMINISTRATION ASSISTANT PERSON SPECIFICATION

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.

Qualifications

- NVQ Level 2 or equivalent (4-5 GCSEs A*-C including Maths and English)

Experience

- Proven administration experience.
- Previous experience of reception work or working in a customer service role.

Skills and Abilities

- Ability to provide a high level of customer service.
- Ability to deal calmly, tactfully and effectively with a range of people.
- Ability to convey information clearly and accurately, orally and in writing, to a range of people.
- Ability to work in an organised and methodical manner.
- Ability to take personal responsibility for organising day to day workload.
- Ability to work effectively and supportively as a member of the school team.
- Able to use own initiative to solve problems and respond proactively to unexpected situations.

Knowledge

- Demonstrate a basic understanding of the work of a school.
- Knowledge of a range of computer applications – including work Word & Excel. Knowledge of SIMS is a benefit.
- Demonstrate an understanding of confidentiality and child protection issues in a school setting.

Other Personal Qualities

- Demonstrate a commitment to the Christian ethos of the school.