



Grange Park School
Borough Green Road
Wrotham
Kent
TN15 7RD



JOB DESCRIPTION

Job Title: **RECEPTIONIST / ADMISSIONS ASSISTANT**

Hours: 37 hours per week, 195 days per year, term-time + 5 INSET days. Details of working week to be agreed with the School Business Manager

Pay Scale: Grade Kent Scheme 3

Location: Grange Park School, Borough Green Road, Wrotham, Kent, TN15 7RD and Grange Park School @ Stansted, Malthouse Road, Stansted, Sevenoaks, TN15 7PH

Reports to: The Business Manager in the first instance and then the Headteacher or Deputy Headteacher who has overall responsibility for the school.

Responsibilities and Duties:

To provide administrative support to the Senior Leadership Team and be the initial point of contact for all enquiries regarding admissions and ad-hoc whole school reception and administrative support to support the smooth operation of the school.

General duties and responsibilities for all school staff:

1. To carry out school policy as documented and/or as directed by the Headteacher.
2. To present the school in a positive way in the community.
3. To respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.
4. To work in a responsible and safe manner, paying attention to all Health and Safety procedures operating within the school.

Reception and Clerical duties and responsibilities:

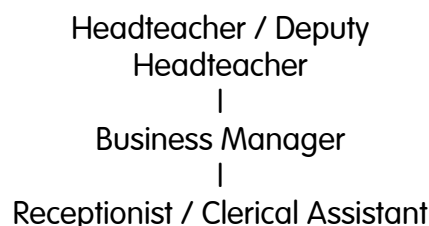
1. Provide administrative support to the SLT and be the initial point of contact for all enquiries regarding admissions.
2. Provide an efficient and professional reception service - greeting visitors, staff and pupils and ensure they sign in / out in accordance with school procedures and safeguarding processes.

3. Answer enquiries received in person / by phone or via emails – responding to queries / relaying messages and acting on instructions as needed and referring on where appropriate.
4. Ensure monies received for dinner / clubs / trips are recorded and passed to the relevant person.
5. Administer First Aid / Medication as and when required.
6. Prepare registers and update records (eg for school dinners / free school meals) and ensure information is shared as required.
7. Maintain records of staff and pupils movements in and out of the school and contact taxi firms as applicable.
8. Prepare and distribute routine home / school correspondence for approval by Headteacher.
9. Assist with the organisation of school trips / clubs – ensuring all required records and permission slips are available to the group leader.
10. Record and post all outgoing mail and receive / open and distribute all incoming mail and deliveries. Track circulation of correspondence in school as required.
11. Maintain school diary and arrange meetings / room bookings / visits from external agencies as required.
12. Undertake a range of administrative tasks to support the efficient operation of the school – including word processing / data entry / filing.
13. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
14. Flexibility with working between sites (Wrotham and Stansted)

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.

ORGANISATION



Person Specification - Receptionist / Clerical Assistant

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.

	<u>Essential</u>	<u>Desirable</u>
Skills and Experience	<ul style="list-style-type: none"> • Proven administration experience. • Previous experience of reception work or working in a customer service role. • Professionally discrete and able to respect the confidentially on particular issues • The ability to work well in a team and independently • Excellent communication skills • Flexibility and adaptability • ICT skills, including use of internet, emails and Microsoft word. 	<ul style="list-style-type: none"> • Knowledge of SIMS.net • Knowledge of school admissions procedures
Qualifications	<ul style="list-style-type: none"> • GCSE's in Maths and English essential. 	<ul style="list-style-type: none"> • NVQ Level 3 or equivalent
Knowledge and Understanding	<ul style="list-style-type: none"> • Demonstrate a basic understanding of the work of a school. • Knowledge of a range of computer applications – including work Word / Excel / PowerPoint / Outlook. • Demonstrate an understanding of confidentiality and child protection issues in a school setting. 	<ul style="list-style-type: none"> •
Personal Attributes	<ul style="list-style-type: none"> • Ability to provide a high level of customer service. • Ability to deal calmly, tactfully and effectively a range of people. • Ability to convey information clearly and accurately orally and in writing to a range of people. • Ability to take personal responsibility for organising day to day workload. • Ability to establish relationships with internal and external stakeholders. • A positive attitude with energy and commitment. • Desire to further develop the school's ethos. 	<ul style="list-style-type: none"> • Ability to engage constructively with, and relate to, a wide range of young people and children from different backgrounds.

	<ul style="list-style-type: none"> • Ability to form and maintain appropriate professional relationships and boundaries with children and young people. • Ability to work effectively as a member of a team and display excellent interpersonal skills. • Able to use own initiative to solve problems and respond proactively to unexpected situations. • First class communication skills on all levels. • Highly organised, motivated and enthusiastic. • High professional and personal standards • A commitment to working to strict deadlines • Willingness to play a part in the wider life of the school • Confidence, liveliness, tenacity, flexibility, adaptability and resilience. 	
Other factors	<ul style="list-style-type: none"> • Must satisfy relevant employment checks • Car owner and driver (will be working on both school sites – Wrotham and Stansted). 	
Requirements from confidential references	<p>Written reference(s) only</p> <ul style="list-style-type: none"> • Confirmation of professional and personal knowledge, skills and abilities. • Positive recommendation from current employer. • Good health and attendance record. 	

Grange Park School requires the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.

Agreed By:		Date:	
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Job Holder

Approved By:		Date:	
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Line Manager