



Receptionist/Administrator Job Pack

**Receptionist/Administrator
required as soon as possible**

Permanent Contract

Term time plus 5 Staff Training Days

**Salary - Kent Range 5:
£19,335 FTE (Actual Salary £16,630)**



**We are looking for an enthusiastic and welcoming Receptionist/Administrator.
Are you someone.....**

- Who is a positive and flexible team-player looking to join a busy and friendly Admin Team?
- Who is calm, polite and approachable with the confidence to deal with enquiries from staff, students and visitors in a professional manner?
- Who has excellent communication skills and a high level of attention to detail?
- Who is proactive, able to use their initiative and understands the need to respect confidentiality?
- Who has excellent ICT skills, preferably including knowledge and experience of SIMS?

.....then this job vacancy is for you.



OUR SCHOOL

DSTC is a small, non-selective secondary school for girls in Dartford. We are family-centred with high aspirations and pride ourselves on having small average class sizes and excellent pastoral care.

We are an Ofsted Good School (March 2017) where it was recognised that “all groups of pupils achieve well” and “the behaviour of pupils is good”. This has continued since that time and we remain determined to ensure that all students are challenged and reach their potential in all subjects.

DSTC is easily accessible by car, cycle or public transport. We are a 5-10 minute drive from both the A2 and M25 and only a 15 minute walk from Dartford Station where both trains and buses run frequently. We have free parking on site for all staff.

THE ROLE

We are looking for a friendly and welcoming Receptionist/Administrator to join our busy Admin Team. The successful candidate will be the first point of contact for parents and visitors and will therefore need to be polite and professional whilst also being caring and compassionate towards our girls. She or he will be punctual, well presented and able to provide efficient and accurate administrative support as well as dealing with Reception enquiries and taking phone calls. Experience of school procedures and/or of working with secondary age children will be an advantage.

WHAT WE CAN OFFER YOU

Term time plus 5 Staff Training Days

Salary - Kent Range 5: £19,335 FTE (Actual Salary £16,630)

Additional Benefits:

- Free on-site parking
- Free refreshments
- Kent Reward Scheme

HOW TO APPLY

An application form is available on our website www.dstc.kent.sch.uk, completed forms should be emailed to Susan Wells (susan.wells@dstc.kent.sch.uk) or posted to the school address. Applications by CV are not accepted. Closing date for applications: **Tuesday 25th August 2020 at 9am with interviews to be held shortly after.**

DSTC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

HOW TO CONTACT US

Dartford Science and Technology College
Heath Lane, Dartford, Kent DA1 2LY
Tel: 01322 224309 www.dstc.kent.sch.uk

If you would like any further information please contact Susan Wells on 01322 224309 or by email to susan.wells@dstc.kent.sch.uk

JOB DESCRIPTION

Post : Receptionist/Administrator

Responsible to: Business Manager

Hours per week: 37 hours
08.00 – 16.00 Monday- Thursday
08.00 – 15.30 Friday
30 minute (unpaid) break per day

Weeks per year: Term time only plus INSET Days

KEY DUTIES, RESPONSIBILITIES and VALUES :

- To maintain the front desk and deal with student, staff and visitor enquiries in a polite and welcoming manner.
- To answer the telephone and ensure correct procedure is followed regarding enquiries.
- To be responsible for the visitors' signing in and out system.
- To ensure daily outgoing post is logged and stamped/franked and to take the post to the Post Office.
- To ensure daily incoming post is delivered to the relevant people.
- To type, copy and distribute school letters.
- To ensure correct procedure is followed for confiscated items and for any monies handed in by staff or students.
- To ensure correct procedure is followed for lost property.
- To carry out administration of lunch slips for students.
- To maintain stock levels of stationery in the Stock Cupboard.
- To provide other administrative support for the SLT and others as required.
- General office duties including filing, reprographics and shredding.
- Such other duties as the Principal or Governors may from time to time require.

This job description is not a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.