



Job Title: **Receptionist**

Reports to: Operational Manager

Salary: £22,000/annum plus additional hours pay and benefits (include discount on school fees (pro-rated based on hours worked)).

Position: This is a permanent full-time position

Hours: 8:30am – 4:30pm

Start date: Dec 23

Job

The post-holder is the initial contact for most parents and visitors and also provides straightforward administration for the school. Provide excellent internal & external communication, efficient administrative & financial support to the school, using IT and other resources.

Duties and Responsibilities

Organisation

- Undertaking reception duties, e.g. face to face enquiries and signing in visitors; answering general telephone enquiries.
- Leading and assisting with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc; maintaining medical supplies.
- Assisting in arrangements for school trips, events etc.

Administration

This will involve:

- Providing general admin support to the school e.g. photocopying, filing, completing standard forms, responding to routine correspondence.
- Assisting Administration and Operational Manager as needed
- Maintaining manual and computerised records/management information systems.
- Producing lists/information/data as required, for example pupils' data.
- Undertake typing and word-processing and other IT based tasks.
- Sorting and distributing mail; sending mail.

- Maintaining and collating pupil reports.
- Operating and keeping communication systems under review.
- Monitoring pupil's attendance and punctuality and implementing procedures to maintain high levels of attendance and punctuality.
- Updating the school website effectively and assisting with social media, newsletters etc
- Taking notes at meetings.
- Providing First Aid to pupils and staff.
- Assist with the planning & development of the school office service

Resources

This will involve:

- Maintaining supplies, cataloguing, and distributing as required.
- Setting up for meetings, tours and presentations
- Operating the shop within the school.
- Providing general advice and guidance to staff, pupils and the school community.
- Undertaking general financial administration, e.g. processing orders

Responsibilities

This will involve:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring equal opportunities for all. Understand, comply with and promote equalities in own work; to undertake appropriate training, and challenge racism, prejudice and discrimination.
- Contributing to the overall ethos/work/aims of the school.
- Understanding and supporting the role of other professionals.
- Attending and participating in relevant meetings as required.
- Participating in training and other learning activities and performance development as required.

To contribute as an effective and collaborative member of the School Team

This will involve:

- Participating in training and being able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the on-going development, implementation and monitoring of the service plans.

- Supporting school and local authority initiatives.
- Actively sharing feedback on School policies and interventions.
- Actively participating in and attending a variety of School events.

Confidentiality and Data Protection

This will involve:

- Being aware of the school's responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data and ensure that all administrative and financial processes carried out in this role comply with this.
- Maintaining client records and archive systems, in accordance with school procedure, policy and statutory requirements.
- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.
- There are strict rules and protocols defining employees' access to and use of the school's database. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation.
- There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Health and Safety

This will involve:

- Every employee is responsible for their own Health & Safety, as well as that of colleagues and pupils, and visitors. Co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
- Be a Fire Warden and assist with evacuations

Green Statement

This will involve

- Seeking opportunities to demonstrate and encourage good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

Person Specification

Experience

- experience in a discipline relevant to this post. General reception, administrative and financial work.
- Worked in a school or nursery
- Efficient and accurate use of IT packages such as Word, Powerpoint, Excel.
- Worked effectively as part of a small team; significant contribution to team working.
- Worked in a busy environment with interruption to work; alone and in a small team.
- Communicated with a wide range of people in a professional/formal capacity including children.

Knowledge

- Knowledge of relevant policies/codes of practice/procedures & an awareness of relevant legislation.

Skills and abilities

- Good numeracy skills: to ensure accurate accounting by self and suppliers.
- Good literacy skills: to be able to write appropriate and accurate correspondence; and to proofread school communications.
- Good verbal and written communication skills: including the ability to relate well to children and adults; to build and maintain positive relationships and project a positive image of the School at all times.
- Strong IT skills ensuring effective use of technology; e.g. mail-merge, spread sheets, email, text and the school web site.
- Fast and effective keyboard skills.
- Ability to use general office equipment & resources effectively and efficiently.
- Work constructively as part of a team, understanding school roles & responsibilities and your own position within these.

Personality Type

- Organised and efficient
- Positive and proactive attitude
- Responsive and responsible
- Excellent communicator
- Flexible with changes and able to juggle numerous ongoing tasks
- Feels at home in a small, impact-driven organisation

•Enthusiasm and sense of humour desirable.

*This job description may be amended at any time in consultation with the postholder. Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Operational Manager.

Essential Information:

Drumduan School is committed to Safeguarding and Welfare of all children.

All employees will be vetted for suitability to work with children and young people, and all appointments will be subject to the following:

- Satisfactory PVG Disclosure
- Satisfactory references
- Proof of eligibility to work in the UK
- GTCS Registration Eligibility

Interviews will include questions to ascertain applicants understanding of and commitment to Safeguarding of all children within the school.

If you are interested, please send your CV, along with a completed Application Form and a cover letter, highlighting your relevant work experience, life experience, education, qualifications, and strengths to: operationalmanager@drumduan.org

Include 2 references we may contact.

Job Closing Date: 20th Nov 2023

Interview: ASAP