

## Job Description and Person Specification

<b>Job title</b>	Junior School Receptionist/Administrator
<b>Employment Status</b>	Permanent Part-time
<b>Working Pattern</b>	16 hours per week 8am - 4.30pm Monday & Tuesday (half-hour unpaid lunch daily) 36 weeks per year (term time only). Occasional weekend and evening working may be required.
<b>Salary Level</b>	£24,444 (A18)
<b>Actual Annual Salary</b>	£8,308.00 including 4.87 weeks of holiday pay

King Edward's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to adhere to the School's Safeguarding Policies and Procedures.

### Responsible to

Reporting to the Junior School Office Manager for day-to-day line management with ultimate responsibility to the Head Teacher of the Junior School and the Bursar & Chief Operating Officer, who has overall responsibility for all support staff.

### Responsible for

Manning the reception in a busy school and providing a friendly, professional face to all who visit King Edward's Junior School and undertaking administrative tasks effectively to ensure the smooth running of the School.

### Main responsibilities

#### Reception:

1. Being a welcoming face to the Junior School.
2. Overseeing and monitoring all visitors – making sure the appropriate checks have been made in line with the School's Safeguarding policies and that the appropriate visitor protocols are followed.
3. Answering telephone calls, taking and delivering messages.
4. Monitoring of general Reception email inbox (junior@kesbath.com).
5. Overseeing the Junior School Bus list, produced by the Estates Department.
6. Ordering of stationery, books and other items in line with the School's procurement policies.
7. Administering of basic first aid as required. The relevant training will be provided for this.
8. Administering the Junior School Box Office: Including co-ordinating tickets and lists.
9. Greeting prospective parents/ applicants and organising tours with children.
10. Dealing with questions and queries as required.

#### Administration:

11. Supporting the Junior School Management Team and the wider Junior School staff team with their routine administrative tasks – including printing, and communicating with children, parents and members of staff.
12. Overseeing payments made to the School Gateway system.

13. In coordination with the JS Office Manager, liaising with the School's Finance Team where required to ensure the prompt payment of invoices and/or in relation to general finance queries arising from time to time.

**SIMS (The School's Information Management System)**

14. Keeping accurate attendance records and running reports as required on SIMS.
15. Logging requests for absence in SIMS
16. Running reports for members of staff as required.
17. Creating User Defined Groups for events, clubs, and activities.
18. Recording of First Aid incidents via Medical Tracker.
19. Loading reports into SIMS and send to parents.

**Events & Trips:**

20. Providing accurate information to parents in advance of trips and events.
21. Supporting the relevant staff in communication and administration of trips and events.

The above list is not exhaustive but summarises the key roles to be performed. A willingness to respond supportively to changing circumstances or the changing needs of the School is part of working in a school environment and is expected of the postholder.

**Pension Scheme**

If applicable, you will be automatically enrolled into the King Edward's School, Bath Group Personal Pension Plan with an employer's contribution of 6% of salary, to be matched by a 2% employee contribution.

**Safeguarding**

All staff are in a position of trust and have a duty to keep children and young people safe and to protect them from neglect and physical and emotional harm. This duty is in part exercised through the development of respectful caring and professional relationships between staff, children, and young people. Staff are expected to be familiar with the local child protection arrangements and understand their responsibilities in order to safeguard and protect children and young people.

**DBS Clearance**

All appointments are made subject to satisfactory DBS clearance. The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment.

**Person Specification**

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
A good academic record, ideally educated to A level or equivalent	✓	
Excellent literacy and numeracy skills and a sound command of written English	✓	
Have undertaken Safer Recruitment and/or Safeguarding Training		✓
Be First Aid trained		✓
<b>Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working in an administrative role	✓	
Proficient in the use of Microsoft Office, e.g. Outlook, Word, Excel etc	✓	
Ability to prioritise tasks	✓	
Proficient in the use of SIM's or other School Information Management Systems		✓
Experience of working in an administrative and/or customer facing capacity within an education setting		✓
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Be smart and professional in appearance	✓	
Excellent communication and interpersonal skills, the ability to deal confidently with a variety of individuals, including senior level management.	✓	
Excellent time management skills, meticulous attention to detail, and be able to prioritise	✓	
Ability to maintain confidentiality and to approach all confidential matters with discretion, sensitivity, and diplomacy.	✓	
Be able to demonstrate energy and enthusiasm and have a good sense of humour	✓	
Demonstrate the ability to work collaboratively and under pressure and to meet deadlines.	✓	
Possess excellent interpersonal skills	✓	
Have the ability to act as an ambassador representing the Junior School at Open Days and other key events	✓	
Have the ability to work flexibly and work occasional unsocial hours, e.g. evenings or weekends for which overtime will be paid.	✓	
Empathy with the aims and purpose of an independent school, and in particular King Edward's School, Bath.	✓	