



Orwell Park School

JOB DESCRIPTION

Job Title: Pre-Prep Receptionist/Admin Assistant

Reports to: Pre-Prep Coordinator

Date completed: February 2018

Main Purpose and Responsibilities

The post holder will provide a receptionist service for the Pre –Prep and carry out administrative duties for the Pre-Prep staff. The post holder will act as an ambassador for both the school and the Headmaster in all matters.

Specific Duties

1. Managing incoming and outgoing communication to the office (emails, telephone calls, post, etc) and prioritising such communications for action.
2. Provision of receptionist function for Pre-Prep.
3. Ensuring children are signed in and out of the Pre-Prep by only those responsible for them.
4. Meeting and greeting all visitors and ensuring correct procedures are followed.
5. Completing morning registration.
6. Assist in maintenance of pupil data in the school Management Information System for Pre-Prep.
7. Assist in the management of emergency information and fire lists etc.
8. Assist in budget management and ordering for the Pre-Prep.

9. Working with the Early Years Foundation Stage Co-ordinator to ensure that all necessary information is captured correctly and reported in support of the voucher based payment system for pupils aged 5 and under.
10. Assist with the EYFS audit process ensuring that preparation is the best it can be.
11. Preparing and sending correspondence to parents both by email and post.
12. The post holder will build and maintain a knowledge of pupils, staff, parents and other regular visitors to the school as well as of school routines and forthcoming events.
13. Preparing for any Pre-Prep staff meetings including taking minutes and distributing them to attendees.
14. Carrying out all administrative tasks relating to making arrangements for school trips.
15. Placing orders for any items needed in the Pre-Prep such as stationary, items for school plays etc.

In addition to the above duties, the Receptionist is a member of the wider support staff and is thus expected to be a team player who will assist other administrative staff during busy periods.

PERSON SPECIFICATION

Essential Criteria

1. Previous experience in an administrative/receptionist role.
2. Excellent interpersonal skills with the ability to communicate effectively and appropriately with governors, staff, present and prospective parents, pupils and external bodies.
3. Ability to retain a calm professional manner at all times allied with the ability to manage a broad range of issues; prioritising effectively when under pressure to meet deadlines.
4. Tenacity in gathering and collating information and a meticulous attention to detail.
5. Experience of dealing with confidential information.
6. A flexible approach to work with good organisational skills.
7. The ability to work independently as well as part of a team with a willingness to assist and provide backup to others.
8. Competent in the use of IT particularly google drive, word and excel. Experience of Management Information Systems.
9. An awareness of safeguarding, its importance and responsibilities regarding it.

Desirable Criteria

1. Shorthand

This document will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to and ensure compliance with the School's safeguarding policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the School's DSL (Designated Safeguarding Lead) or to the Headmaster.