



## **JOB DESCRIPTION: School Receptionist and Administrative Assistant**

### **Summary**

Kensington Wade dual language school is looking for flexible, committed and energetic person to join our administrative team to help to ensure the smooth running of the school. The daily administrative tasks of the role will vary and as such you will need excellent organisational, time management, ICT and record keeping skills as well as careful attention to detail.

As the Receptionist, you are responsible for meeting and greeting parents and visitors to the School. As the first point of contact with the School, you have an extremely important role and should be courteous, polite and understanding.

**Reports to:** The Head

### **Responsibilities**

- Act as assistant to and work closely with the senior administrative team (Head of Administration and HR, Head of Admissions, Head of Marketing)
- Lead on administrative matters for the Early Years Centre and work closely with the Head of Early Years
- Act as the School's receptionist, communicating with and welcoming parents and visitors
- Receive contractors, deliveries and other visitors and issuing them with appropriate security/ visitor badges
- Answer the main school telephone and take messages as appropriate
- Maintain the Pupil signing in book and staff booking in and out records
- Respond to any parental and staff enquiries as appropriate
- Answer the door to visitors and suppliers as required and take responsibility for the signing in and out procedure
- Undertake general and ad-hoc administrative tasks as necessary or required to aid the smooth functioning of the School
- Manage incoming and outgoing post
- Lead on liaison with travel provider for school minibus run and booking transport for school trips
- Assist with escorting children to and from school buses at the start and end of each day
- Maintaining the school equipment and stationary inventories and re-ordering as required
- Manage third party company repairs and restocking of printers and copiers
- Provide club teachers with up to date lists on registers
- Assist with the organization and management of school events

## **SKILLS REQUIRED**

- Excellent communication skills
- Ability to work on own initiative
- Excellent organisation and planning skills
- Ability to liaise confidently with all staff, parents and the wider community
- Personable, friendly, energetic

## **EXPERIENCE REQUIRED**

- Computer literate – excellent skills in Office 365 and Word, PowerPoint and Excel.
- An understanding and appreciation for confidentiality and safeguarding
- Previous experience in a school or educational role preferred but not essential

### **All school staff are expected to:**

- Work towards and support the school vision and the current school objectives outlined in the School's Strategic Plan.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the school's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to policies as set out in the staff handbook.
- Undertake other reasonable duties related to the job purpose required from time to time.

This job description should be seen as enabling rather than restrictive and will be subject to regular review. August 2022

