



Full time School Receptionist & Administrator

**37.5 hours per week 8.30am-16.30pm Term time + 5 days
Scale 2 (scale point 3-4) Salary £20,242-20577**

Closing Date 4th October 2024

Start Date: ASAP

Advert

We are looking to appoint an enthusiastic, hardworking individual to join our dedicated support team, working within a busy school office as a full-time receptionist/ administrator.

The successful candidate must have good communication skills both written and verbal and be a proficient user of IT systems.

Previous experience of working in a school office is preferred but not essential.

We wish to appoint someone with the following skills:

- The ability to provide a warm welcome for parents, visitors and colleagues and deal with their requests in an efficient and professional manner.
- Answer the telephone in a friendly, professional and efficient manner and record and pass on messages as appropriate
- A good working knowledge of office systems, including Outlook Microsoft Word/Excel & Bromcom
- Excellent communication skills
- Excellent interpersonal skills with both children and adults
- The ability to multitask and remain calm under pressure
- To have a good understanding of Keeping children safe & promoting the welfare of children & young people.

- The ability to prioritise workload to meet deadlines to ensure the school office operates efficiently for the smooth running of the school

Job Description:

- To provide a warm welcome for parents, visitors and colleagues and deal with their requests in an efficient and professional manner
- To answer the telephone in a friendly, professional and efficient manner and record and pass on messages as appropriate
- To answer the intercom CCTV system whilst having a high regard for security
- To send parent communication via Bromcom text alerts, emails, post & to keep the school website & social media updated
- To ensure visitors sign in and are provided with a visitor's badge
- To update & maintain the Schools Single Central Record
- To accurately update & maintain the shared calendar
- To facilitate school trips & payments, parents evening & other extra curriculum activities or events
- To produce letters and memorandums as required
- To distribute internal and external post and correspondence
- To undertake filing and photocopying
- To be responsible for the maintenance and monitoring of the photocopiers & printers & telephony system
- To provide administration assistance as required by the Leadership Team
- To attend open evenings & other school events when required
- To upload school menus to Bromcom & communicate with parents to select meal choices. To provide accurate records to our catering company
- To reconcile procurement card payments & Bromcom income
- To book staff training courses
- To monitor the late arrival of pupils, confirm register accuracy & communicate with the school attendance officer regarding attendance
- To maintain accurate and up to date computer and paper records
- To identify developments for the use of IT to improve administration.
- To keep asset register updated
- To keep school policies up to date
- Assist with the school admissions & leaver process
- Complete school census
- Arrange booking of contractors & school visitors
- Update First aid records
- Any other administration tasks that are required

Health and safety:

- You must be aware of and act in accordance with the responsibilities placed on you as an employee by the Health and Safety at Work Act 1974. You must, always regard the health and safety of other employees, patients, service users and visitors.

Performance Management

- All staff are expected to participate in individual performance management reviews and the personal development planning.

Confidentiality:

- You must maintain appropriate confidentiality of information relating to the school, individuals, and patient information. You will be expected to comply with all aspects of the Data Protection Act.

Safeguarding statement

Batchley First School is fully committed to safeguarding of children and therefore the post will require an Enhanced DBS check to be completed before starting with us.

Key Relationships:

- **Staff within Batchley First School**
 - **Children**
 - **Parents/Carers**
- **Other professional Colleagues**

Application pack available to download from:

www.batchleyfirstschool.co.uk

Telephone: 01527 62926

Email: office@batchley.worcs.sch.uk

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