

JOB DESCRIPTION

Date

November
2018

Job title:

RECEPTIONIST/ADMINISTRATOR

Reporting to:

Head's PA

Department/School:

Long Close School

Scope:

Checks:

DBS, overseas checks and employer references

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

Working With Us

Achieving more than you believed possible – that's what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

Since Cognita's launch in 2004, we've built an international network of 67 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita's international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

Job Summary

Provide a first class reception service and under the instruction of the Headteacher and Business Manager provide administrative support as noted in the Key Responsibilities – see over. The School Receptionist is the first point of call for visitors to the school, parents, staff and children. As the 'face' of the school the receptionist should be welcoming, personable, helpful and able to represent the School in a professional and friendly manner. In addition, it is essential that the person for this role is organised, able to multitask, work flexibly and have a 'can do' approach to work, as no two days are the same. The receptionist is also required to assist the Business function of the school with various administrative tasks, requiring a good level of IT skills.

Key Responsibilities

Reception

- Provision of a first-class reception service including the efficient and courteous management of incoming telephone calls and visitors;
- Control access to the school site and follow the school's safeguarding policy on all visitors (eg visitors badges, signing in/out etc);
- Monitor the school 'info' email account and deal with any communications to/from parents;
- Responsibility for ensuring the main reception areas are clean and tidy and marketing material is replenished daily.

Attendance Records

- Using SIMs (School Information Management System) ensure that the pupil attendance data is accurate and up to date, and produce reports as required;
- Follow up all pupil absences.

First Aid

- Act as one of the school's main first aiders;
- Ensuring sick and injured pupils receive the appropriate attention/treatment and ensure parents are informed;
- Keeping the online Medical Tracker up to date (logging incidents as they happen);
- Liaise with the various year groups and ensure that adequate stocks of first aid supplies and stationery are maintained – ensuring that we are compliant, at all times, with ISI/Ofsted regulations.

Administration

- To undertake general office duties including filing, photocopying and collating documents, ensuring the timely distribution of internal and external mail;
- Maintain high standards when managing confidential information such as School Reports, complying with the School's data protection procedures and legal requirements at all times
- Receiving and checking, of deliveries;
- Office Stationery Cupboard – ensure that a constant supply of items is kept in stock – advising Business Managers office when orders are required

After School Activities

- Support the smooth running of After School Activities
- Sending out parent communications re termly after school offerings
- Collate parent responses and prepare the necessary registers from the information received
- Liaise with the kitchen re any additional requirements for tea

Other

- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person
- To adhere to school Health & Safety policies including risk assessment and safety systems
- Maintain confidentiality and exercise tact at all times
- To adhere to the school policy on equality and diversity
- To contribute to the overall ethos and aims of the school
- To appreciate and support the roles of other professionals
- Participate in training opportunities and professional development as required or necessary for the position
- Undertake similar duties commensurate with the level of the post as reasonably requested by management

Principal Working Relationships

Internal: Staff, Peripatetic Teachers, Thomas Franks Caterers and Head Office departments

External: Parents, guardians, pupils and suppliers

Person Specification

Education and Skills:

- Maths and English qualifications desirable
- A good level of written and spoken English
- A qualified Emergency First Aid at Work (training can be provided)
- Ability to establish and maintain good professional relationships with pupils, parents and colleagues
- Ability to adopt a flexible approach to working
- Punctual
- Creative and enthusiastic
- Organised and resourceful
- Be of smart appearance
- An awareness of the ethos of Long Close School and the contribution this makes to the community
- Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion

Competencies for the Role:

Role Specific

- Carrying out duties as required
- Establish and develop appropriate relationships with children and their parents/carers.
- Promote a positive working environment;
- Be able to use initiative

Values Based Behaviours – the behaviours associated with our company values

- Excellence
- Respect
- Integrity
- Collaboration

Remuneration

- Competitive salary
- Contributory pension scheme
- School fee discount
- Professional Development

Signed: Date:

Name (Print):