



KING EDWARD VI GRAMMAR SCHOOL

HOLISTIC, ACADEMIC, EDUCATION

Reception Administrator

Contract: Permanent – Term-time
+ 2 weeks

Hours: 37 / 40 Weeks Per Annum

Salary: £19,609

Grade: KE2

Start Date: 1 September 2024

Reporting to: Headteacher's PA

Closing Date: 16 June 2024*

Interviews: w/c 17 June 2024



Welcome to KEVIGS

King Edward VI Grammar School (KEVIGS) is an 11-18 school in Louth, Lincolnshire with approximately 960 students on roll. Our ethos is to provide our students with a holistic, academic education that builds a strong foundation for life beyond school.

* The School reserves the right to bring the closing date forward if it has a suitable field of applicants.



Summary

We are looking to appoint a Reception Administrator to join our school on a full-time, term-time basis to include an additional two weeks during the school holidays and open evenings.

You will act as front of house and communicate with students, staff, parents and visitors appropriately, ensuring that all safeguarding protocols are understood by visitors at the school.

Additionally, you will be responsible for supporting the administrative, financial and organisational processes within the school.



Job Description

The Reception Administrator is responsible for supporting the administrative, financial and organisational processes within the school and will be the first point of contact for students, parents/carers, visitors and other stakeholders, acting as an ambassador for the school, embodying its values, vision and ethos in all interactions.

Main Responsibilities, Tasks and Duties

- Act as front of house and communicate with students, staff, parents and visitors appropriately, ensuring that all safeguarding protocols are met.
- Maintain and update TV display screens.
- To carry out routine telephone/reception duties and relaying of messages as necessary.
- To assist with maintaining electronic registration on the Student Management Information System (SIMS) and perform the analysis of electronic registration data as required; to include registering absences on SIMS via voicemail and student sign-ins.
- Deal with student queries, seeking assistance and referring issues to Heads of Year etc. as required.
- To support the management of Wisepay for parent payments.
- Annual archiving of student files.
- Send texts and emails as required via SIMs In Touch.
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- Provide assistance on open evenings/days and other school events as required.
- To assist with maintaining the schools' stationery supplies, issuing supplies as requested by staff/depts, ensuring stock control by accurately recording stock levels, arranging re-ordering of stock in line with the school finance policy/adherence with best value principles and providing recharge information to the Finance Assistant.
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- To process reprographics requests from staff. Processing printing and copying requests from students and taking payment accordingly.
- To provide and maintain the Access Card system for students and staff, ensuring that replacement access cards are paid for and used appropriately.
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- To ensure the recording and sorting of lost property, arranging its distribution and disposal in line with school policy.



- To provide general administrative support using Microsoft 365.
- Support the Headteacher's PA and SLT with administration support.
- To assist with selling stationery items to students through the Cashless system.
- To monitor and maintain paper log and organise and record paper deliveries.
- To perform the opening, distribution of incoming and outgoing mail. Receive incoming deliveries ensuring they are securely stored and promptly collected.
- Communicate with bus companies and all related stakeholders.
- Retaining confiscated items from students etc ensuring items are securely stored and returned to parents on collection.
- To provide assistance to students with medical issues and administer first aid. Ensuring that all first aid/accident reporting procedures are kept up to date, that parents are informed, and relevant authorities notified, and to arrange the escort/collection of sick students as appropriate.
- To check the Medical Room at regular intervals ensuring that it is in a clean and tidy state.
- Administer and log student medication.
- To prepare risk assessments for students as and when required.
- To attend staff meetings, relevant inset training and ad hoc meetings as requested.
- Deal with instances relating to the fire alarm/contacting the site team and emergency services as required.
- To ensure the Reception area is kept tidy and confidentiality is maintained by clearing desks and switching off or locking computers at the end of the day together with security of all student medication.
- To prepare risk assessments for students as and when required, review and update.
- Ensure housekeeping of reception electronic files.



Person Specification for Reception Administrator

Essential Requirements

- GCSE (or equivalent) at Grade C or better in Maths and English.
- Excellent telephone manner.
- Proven track record in customer service and able to demonstrate a high level of empathy.
- Knowledge of working in a Reception or Admin office.
- Competent user of Microsoft Office 365.
- First Aid qualification – although training can be given.
- Ability to learn new School specific IT software and databases.
- Experience of dealing with difficult situations where the need for diplomacy, assertiveness and initiative is required.
- Good standard of written English.
- Good inter-personal skills.
- Ability to demonstrate and use initiative and foresight.
- Able to handle sensitive and confidential information with complete discretion.
- Good organisational skills and the ability to remain calm and confident under pressure
- An outstanding team player, positive and flexible.
- Ability to pay attention to detail and ensure accuracy.
- Flexible attitude.



Desireable Requirements

- Knowledge of working in a school environment
- Competent user of SIMS and/or Approval Max
- Customer service or administration qualification
- 6 - 12 months experience of working in an administrative role



How To Apply

Please apply through TES JOBS

<https://www.tes.com/jobs/vacancy/reception-administrator-lincolnshire-2078364>

We do not accept CVs

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We are committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. The School reserves the right to obtain formal and informal background information about an applicant to determine whether they are suitable to work at the School. Online searches and reference checks will be undertaken on shortlisted applicants and at interview all candidates must bring with them their birth certificate and a valid passport to confirm their identity, in addition to certificates confirming education and professional qualifications. An enhanced criminal record check via the Disclosure & Barring Service (DBS) will be undertaken for the successful candidate, including a check of the DBS Children's Barred List. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with the DBS and at least two satisfactory references. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.