

Receptionist/School Administrator

Salary:	Trust scale 4-11 £21,189-£24,054 £17,717 - £20,113 – pro rata
Start date:	January 2023 or earlier
Location:	Phoenix Primary School, Glencoe Road, Chatham, Kent ME4 5QD
Closing date:	Sunday 11 th December 2022
Interview date:	To be advised

Are you friendly and welcoming?

Are you a team player with excellent organisational skills?

Would you like to be part of our happy and caring school?

We are seeking an energetic, enthusiastic, self-motivated, and exceptionally well organised Receptionist /School Administrator who shares our vision and values and will fit into our friendly family School. This is a varied role where no two days are the same, it is essential therefore that the successful candidate must be able to work under pressure, be computer literate, have a high level of personal drive, energy, and resilience together with relevant experience and be able to deal with matters with confidentiality and sensitivity.

This year Phoenix Primary School welcomed our first cohort of Year 2 to continue the exciting transformation from a junior school to a Primary School. Our curriculum is only possible with the key relationships our dedicated staff build with the children. This year we are proud to have been awarded Character Education Plus status and been identified as a Centre of Excellence for Inclusion, both reports are on the school website.

We offer:

- A comprehensive induction programme
- A happy and caring community
- A Healthy Work-Life Balance and a committed SLT
- Private health care cover of Benenden
- Membership of the Local Government Pension Scheme
- Cycle to work scheme
- Two-week half term in October

Please visit [Our Vacancies | Beyond Schools Trust](#) for a full job description and application form. Completed application forms should be returned by the closing date to lmansfield@phoenixprimary.com

Visits to the school are strongly encouraged. For further information and to arrange a school visit, please contact **Leanne Mansfield** on **01634 829009** or via email lmansfield@phoenixprimary.com

We reserve the right to bring forward the closing date where interest and applications received are high, therefore we encourage early applications

Safeguarding commitment

The **Beyond School Trust** is committed to safeguarding and promoting the welfare of all staff and students. Any offer of appointment will be subject to satisfactory references, an enhanced DBS with children's barred list and online check will be required for all successful applicants

Equality & Inclusivity Statement

At **Beyond Schools Trust** we strive to be a diverse and inclusive workplace where we can ALL be ourselves. We particularly encourage applications from under-represented communities, including but not limited to those who identify as Black, Asian or from a minority ethnic background.

JOB DESCRIPTION: Receptionist / School Administrator**Post: Receptionist / School administrative assistant****Hours: 37 Hours a week / 38 weeks a year****Pay scale: 4 - 11****Responsible to: Headteacher / Deputy Headteacher****Responsible for: Providing effective and efficient administrative support for the smooth running of the school.**

All members of the Office Staff are responsible for sharing information and for dedicating themselves to provide an efficient, confidential, co-operative and friendly service to all sections of the School, promoting our values at all times.

This requires the Office Staff to accept a commitment to combine their functions, often in ad hoc ways, to everyone's mutual advantage. Such sharing of roles will occur, typically, when the telephone is busy and when visitors or deliveries arrive. Role sharing and mutual help are required at very busy times, such as the beginning and end of term when, for example, reports and invoices are despatched to parents.

Purpose of post:

The primary function of the School administrator /receptionist is the provision of daily administrative support for the School. The responsibilities include:

Reception:

- Management of information received in the Office.
- Welcoming and escorting of visitors to their destination.
- Ensuring that telephone calls are dealt with in a timely and efficient manner.
- To deal with parents, pupils and visitors in person, phone, email and manage written correspondence as directed by the Head and to treat all matters with confidentiality and sensitivity
- Responding to emails within the designated turnaround time.

Other roles and responsibilities:

- Assisting the attendance officer with first day calling
- Updating whole school calendar
- Collating and preparing for assemblies – SOW's, Values and House Points
- Ensuring classes have up to date fire registers
- Organisation of lost property
- Preparing and ordering stock lists for breakfast club.
- Assisting with calculating and collecting charges for trips and events in collaboration with SLT / finance team.
- Preparation of prospectus and information packs for open days and parent enquiries
- Collaboration with the School Administrator and Personal Assistant to the Head.
- Providing administrative assistance for school events e.g. Prize Giving, Harvest Festival, as appropriate.
- Responding to ad hoc requests from staff for reports and assistance.

- Assisting with the school's database and entering pupil information, sims updates
- Taking on the role of First Aider and Fire officer
- Assisting with organisation of immunisations
- Maintaining efficient Pupil filing of information in hard or electronic copy
- Attend meetings and training courses as required;
- Provide hospitality for meetings as required
- Be aware of and comply with the School's policies and procedures, in particular those relating to child protection and the safeguarding of children, equal opportunities, health and safety, confidentiality and data protection and report any concerns to an appropriate person

Signed: Date:

(Post Holder)

Name: _____

Signed: Date:

(HT/DHT)

Person Specification: Receptionist/School Administrator

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ✓ Excellent IT skills including Word/Excel and willingness to develop further skills in this area. ✓ GCSE Grade A- C in Maths and English or equivalent 	<ul style="list-style-type: none"> ✓ Valid First Aid Certificate or willingness to complete ✓ Knowledge of Sims
Knowledge and Understanding	<ul style="list-style-type: none"> ✓ Good numeracy and literacy skills ✓ Excellent IT skills including Word/Excel and willingness to develop further skills in this area. 	<ul style="list-style-type: none"> ✓ Previous experience in a school environment
Skills and Abilities	<ul style="list-style-type: none"> ✓ Has a warm personality and is able to stay calm under pressure ✓ Demonstrates excellent interpersonal skills with children and adults ✓ Is able to work independently, as part of a team, and show initiative ✓ Is able to plan and deliver effective programmes of support that incorporate variety, interest and pace as appropriate ✓ Is flexible, adaptable and positive ✓ Able to work under pressure and meet deadlines ✓ Proactive and forward thinking – always identifying what can be done to ✓ Improve the function and activities ✓ polite telephone manner 	