



Receptionist/School Secretary

Job Description

Post
Receptionist/School Secretary
Responsible to
Marketing & Admissions Manager, and through them to the Head
Liaison with
Senior Leadership Team, Teaching Staff, School Office Staff, Parents, Governors and ParentsqAssociation representative.
Salary and benefits
A salary commensurate with the responsibility of the post will be offered
Hours of Work
<p>This is largely a term-time post, the core working time of which will include 2 days before and after the published term dates with additional work in the holidays as follows: 2 days in each half term break; 4 days (Tuesday to Friday) after the August Bank Holiday; with a further 5 days in the Christmas and Easter holidays and 6 days in the Summer holiday.</p> <p>During the extended term-time, the hours of work will be 08:00 to 17:00 and during the holiday periods, working hours will be 09:00 to 16:00. There will be some flexibility, but as a team the intention is to provide sufficient cover in the office in particular, to allow the school to operate fully.</p>
Purpose
<ul style="list-style-type: none">• To be the first point of contact of the school, welcoming all callers and visitors, dealing with associated access and security matters and assisting with the promotion of good public relations• To undertake specific administrative tasks, such as maintenance of school registers and processing of school letters and other communications as directed• To work collaboratively with the other members of the administrative team, to help run and organise the School Office efficiently and maintaining it in such a manner as to create a welcoming environment <p>Due to the nature of the position, the highest levels of confidentiality must be maintained at all times.</p>
Key responsibilities / accountabilities
<ul style="list-style-type: none">• Answering the telephone and dealing with the caller or enquirer in a professional and appropriate manner• Responding to the door bells and welcoming visitors to the school, ensuring that the relevant ID checks are completed where appropriate• Monitoring the general school admin email account• Undertake administration in respect to pupil attendance, including follow up of individual absences• Liaising with the Marketing & Admissions Manager in order to administer contacting parents, producing letters, photocopying and distributing materials, processing incoming and dispatching outgoing mail, printing and collating school reports• Informing parents of after school clubs and allocate children accordingly, notifying both parents and club leaders; collate and maintaining lists of children taking part and producing termly registers for club leaders• Assisting with the preparation of school visits, trips and fixtures, including the booking of coaches, tickets etc, ensuring all paperwork is completed and filing appropriately.• Ensuring effective levels of stationery and office supplies are maintained• Regularly reviewing and renewing material in the external school display boards• Help in ensuring that the school reception and displays are neat, tidy and clean showing the school at its very best; this is a particular priority for Open mornings, Parentsqevenings and other school events

- Assist with lost property, ensuring the return of named items to the relevant cloakrooms and safe storage of unclaimed and unlabelled clothing and equipment
- Take in second-hand uniform and liaise with the relevant parents with reference to the Second Hand Uniform Shop

General responsibilities/duties

- General administrative duties in conjunction with the Marketing & Admissions Manager and Assistant Bursar
- Welcome visitors and parents and ensure that all Stormont guidelines are followed with regard to the safeguarding of the pupils
- Establish and maintain effective working relationships with colleagues, both teaching and non-teaching, in accordance with the Staff Code of Conduct

Safeguarding, Discipline, Health and Safety

- Be aware of the School's Aims & Ethos and ensure that actions taken are not in conflict with this
- Be aware of and adhere to all other School policies
- Be aware of the safeguarding requirements in place in the School and abide by them at all times
- Assist with the promotion of good order and discipline among the pupils
- Be responsible for taking reasonable care of personal safety and that of pupils, parents, colleagues, visitors, volunteers and contractors
- Co-operate with the Head, Bursar and members of the SLT in order to enable the Governors to comply with safeguarding and health and safety duties, reporting any risks or defect to the Bursar

The above duties are neither exclusive nor exhaustive and the post holder may be required by the Senior Leadership Team to carry out appropriate duties within the context of the job

Stormont School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.