

**Post:** Admin Assistant / Receptionist (Part-time)

**Reports to**: Head of School

**Hours:** 9:00 – 13:00 Mon –Fri (Term-time only)

**Start Date**: ASAP

**Job Purpose:**

To support the Head of School and School Manager in the smooth running of the school by providing key administrative and communications support. This will include:

**Core Responsibilities**

* Act as first point of contact for visitors to the school;
* Maintain visitor logs and support safeguarding procedures;
* Assist with responses to queries;
* Sort and distribute incoming and outgoing mail;
* Carry out routine administration including letters to/communications with parents and other key stakeholders;
* Provide clerical support as required such as photocopying, filing, emailing and note-taking;
* Assist with Finance administration where required;
* Provide pastoral admin support by:
* Assisting with the recording, updating and reporting of attendance including first day of absence phone calls;
* Behaviour logging - Conduct Cards;
* Rewards system – EPraise;
* Assist in the maintenance of the school website in consultation with the School Manager and Head of School; and
* Assist with admin associated with educational visits.

**Wider responsibilities**

* Safeguarding and promoting the welfare of the children they are responsible for or come into contact with at all times;
* Commitment to and promotion of the school’s ‘work hard, be kind’ philosophy;
* Maintaining confidentiality at all times; and
* Maintaining the highest standards of attendance, punctuality and professional conduct.