



**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.