

Prep School Receptionist and Administrator

Monday –Friday

Working Hours 8.00–16.00 (37.5hrs per week)

Term time (33.8 weeks) + 2 additional weeks over the school holidays.

Salary FTE £26,227.50 pro rata £20,882.07 (actual salary)

Job Purpose

The Prep School Receptionist is responsible to the Head via the Bursar and office manager, for receiving visitors, dealing with day-to-day enquiries, including telephone calls, and assisting with general duties in the main school office. This post covers essential school administration in conjunction with the Morning Receptionist. It requires the very highest standards of customer service at all times with the ability to deal with external visitors as well as staff at all levels. Highly accurate administration skills are essential.

The administrative staff at Kent College have key roles in the efficient and smooth running of the school. Although each member may have specific individual responsibilities it is essential each work as part of the admin team sharing some common tasks and exhibiting strong team work.

Responsibilities of Administrative Staff:

Administrative staff should aim to:

- Ensure that all visitors are quickly made to feel welcome.
- Deal with all enquiries promptly and efficiently, whether they are received in person, by letter, email etc.
- Communicate information quickly and efficiently to all those who need it.
- Produce high quality documentation that represents the Headmistress or Kent College.

Key Accountabilities.

Duties may include but are not limited to: –

- Reception and signing in of visitors to the school, with responsibility for door. Notification of arrival to staff involved and provision of tea/coffee where applicable.
- Answering the telephone, re-directing calls and taking messages, dealing with routine enquiries, including messages on answer-phone and email.
- Distribution of daily post, including special deliveries.
- Dealing with daily registers, recording absences and late arrivals.
- Collection of appropriate attendance and absence records from the staff room when FIRE ALARM sounds and taking information to Assembly Point.
- Maintaining school calendars and updates to website.
- Attending weekly whole school planning meeting and event authorisation meeting.

- Dealing with routine enquiries from parents and girls, referral of sick pupils to the School Nursing Sister.
- Maintenance of pupil allergy sheets and appropriate distribution and notification thereof.
- Liaison with the Parents' Association and providing administrative assistance as required.
- Cooperating and assisting with other administration staff in respect of office filing and photocopying if required.
- In cooperation with other administration staff, the maintenance of Office Procedures File, and Emergency Evacuation Book.
- Updating of records on new pupils.
- Liaison with Transport Co-ordinator in respect of pupils using school transport.
- General tidying of promotional material, flower arrangements etc in reception and the entrance foyer.
- Keeping file of risk assessment and other information on trips out of school.
- Administration support for Annual Prize Giving and other events including, list of prize winners and requesting return of cups.
- Management, administration, risk assessment and Health and Safety for Prep School trips.

General Responsibilities for all staff at Kent College

- To uphold the aims, ethos and reputation of Kent College Pembury
- Applicants should be in sympathy with the school's Christian foundation
- To participate fully in the life of the school
- To follow safe practice in all areas of school life
- To be willing to hold a first aid certificate and to administer basic first aid, if required
- To carry out any other reasonable duties falling within your capabilities depending on the needs of the school

This job description may be amended at any time after consultation with you.