

Senior School Morning Receptionist and Library Administrator Senior School

Monday –Friday

Working Hours 7.45–16.15 (40hrs per week)

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

Salary FTE £26,227.50 pro rata £22,272.39 (actual salary)

Job Purpose

The Receptionist is responsible to the Bursar via the 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 also covers essential school administration in conjunction with the other Receptionist and school administrators. 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 works as part of the admin team sharing some common tasks and exhibiting strong teamwork.

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 Head or Kent College.
- Ensure that pupil attendance is recorded daily and accurately.

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, 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.
- Dealing with routine enquiries from parents and pupils, and referral of sick pupils to School Nursing Sister.
- Liaising with the Office Manager and Attendance officer to carry out Senior School Attendance including recording absences and late arrivals and completing regulatory returns.

- Liaison with the Parents' Association and providing administrative assistance.
- Monitoring and maintaining stock in the admin stationery cupboard.
- Cooperating and assisting with other administration staff in respect of office filing, photocopying if required.
- In cooperation with other admin 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.

Library Administration

- Support and supervision for the library during the afternoons including cover for Lunch and Lesson 5 and 6, this will involve registering pupils.
- Help to ensure the library operates in a secure, safe and tidy manner – the resources and materials are maintained in an orderly state for easy retrieval and continues to provide a welcoming environment.
- Help with the administration of library events and activities aimed at raising the profiles of reading e.g., World Book Day, author events and competitions.
- To manage and maintain the library database.
- To work with the English department and academic departments on ordering new resources to the library catalogue.

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.