

Vacancy Advert: School Administrator / Receptionist

Job Title: School Administrator / Receptionist
Salary: £19,000 - £21,000 (pro rata)
Contracts : Permanent
Hours: full time (Term Time Only)
Start Date: ASAP

We are looking to appoint an administrator to provide effective administrative, secretarial and front of house support.

- **Are you interested in working in a dynamic and innovative new school as part of a new and developing support team?**
- **Do you want to help develop the school's administrative team and contribute to student success?**

To ensure the smooth and efficient running of the school. The ideal candidate will bring forward thinking administrative experience and the ability to use the latest technologies and programmes such as Microsoft Excel, Word and SIMS to a high level.

The successful candidate will be:

- An excellent communicator with students, parents/carers and staff
- Proven record of high level ICT skills
- High Level of accuracy and attention to detail
- Ability to work under own initiative
- Excellent customer care skills

About Wapping High School:

- Inclusive multicultural 11 – 16 Free School located in East London
- An innovative digital and flexible 21 st century learning environment
- Small school with only 84 students in each year group
- All Year 7, 8 and 9 pupils have their own chromebook devices

We offer:

- Competitive salaries based on experience and skills
- Outstanding CPD opportunities
- A supportive environment where staff are valued as an integral part of the Wapping High family

Shortlisting will be shortly after closing date with interviews commencing week beginning Monday 16th July.

Wapping High is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful candidates will be required to undertake a criminal DBS check.

Job Description: School Administrator / Receptionist

About the role

Job Title:	School Administrator / Receptionist
Salary :	£19,000 – £21,000 (pro rata)
Hours of Work:	40 hours (Term time Only)
Accountable to:	Office Manager
Accountable for:	Providing a Customer Focus Reception and Administrative Support for the whole school

Job Purpose : To provide reception and administrative support for the whole school

Attitudes and Disposition:

- Provide administrative support and assistance to the SLT, staff, visitors and students
- Work flexibly and efficiently as part of a team and liaise closely with other team members
- Maintain absolute confidentiality in all school related matters and to prevent disclosure of information on sensitive issues
- Maintain a calm, positive, flexible and professional approach when dealing with staff and students
- Maintain a tidy and organised office environment conducive to efficient working practices

KEY TASKS

Reception Duties:

- To be first point of contact for visitors to the school, extending a warm welcome to callers – including parents, visitors, contractors and delivery staff.
- Check identity of and complete signing in of all visitors.
- Signing in late students.
- Answering incoming calls passing on and if necessary following up messages for colleagues in a timely and effective manner.
- Check answer phone service and distribute messages accordingly.
- Identify and meet the needs of visitors/students asking for information.
- Collecting documentation from students for proof of absence eg: hospital appointments etc.
- Postal duties incoming and outgoing.
- Maintaining an overview of the reception area as a whole, including the visitors' seating area, taking action as appropriate to ensure it presents as an attractive and welcoming environment.

Administration Duties:

- Record any income received in the school office, issuing receipts to parents.
- Maintain pupil lunch record and chase payment for outstanding dinner monies.
- Manage bookable meeting room.
- Answer parent enquiries/complaints or distribute to relevant staff.
- Providing administration support on parents evenings/school events as and when required.
- Provide support to the Office Manager as required.
- Provide a printing/photocopying service including (photocopying large print runs) and associated tasks such as binding and laminating for staff and pupils.

Communication:

- Check school admin email address and distribute queries to relevant staff.
- Update staff noticeboard and student information board.
- Update parents of events, news by email and text.

First Aid:

- To be a member of the first aid team to provide first aid administration to pupils and staff.
- To complete accident and incident log each time first aid is administered.
- To keep an up to date first aid inventory and order when stocks are low.

Fire Drill/Evacuation:

- Act as a fire warden for school evacuations

General Accountabilities:

- So far as reasonably practicable, the postholder must promote safe working practices by employees and visitors in premises/work areas in which the postholder is located, to maintain a safe working environment for employees and service users. These practices are defined in the Wapping High's Health and Safety Policy, and codes of practice.
- Work in compliance with the Codes of Conduct, Regulations and Policies of Wapping High School.
- To be responsible for promoting and safeguarding the welfare of children and young people. All employees will have a responsibility for the children and young people that they will come into contact with.
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.
- You may be required to carry out additional duties, as the Head may be reasonably request, from time to time.

Equal Opportunities

- To ensure, that the spirit of the School policy is implemented.
- This job description is reviewed on an annual basis.

Person Specification: School Administrator / Receptionist

Area	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • 5 GCSEs A-C including Mathematics and English 	<ul style="list-style-type: none"> • Good A levels • First Aid qualification or willingness to undertake training. 	Application Form
Professional Development	<ul style="list-style-type: none"> • Evidence of relevant continuing professional development • Awareness of current developing technology 		Application Interview
Experience	<ul style="list-style-type: none"> • Microsoft experience • Preferably have worked in a school/college previously • General clerical and administration experience. 	<ul style="list-style-type: none"> • SIMs • Previously employed as a receptionist. 	Application interview & reference
Knowledge and Skills	<ul style="list-style-type: none"> • Proven record of high level ICT skills • High Level of accuracy and attention to detail • Ability to work under own initiative • Excellent customer care skills • Ability to handle confidential information with discretion • High level of numeracy and literacy skills • Excellent interpersonal and communication skills • Prioritise work load to meet deadlines 	<ul style="list-style-type: none"> • Knowledge of Google Applications 	Application interview , Tasks and Reference
Personal Qualities	<ul style="list-style-type: none"> • Capacity to understand, empathise and engage well with young people. • Commitment to equal opportunity and the success of every individual • Ability to work on own initiative and be pro-active • Ability to self-evaluate and respond positively to constructive criticism • Ability to deal with confidential and sensitive information discreetly and with integrity. • Resilience and the ability to work under pressure and meet a variety of deadlines • Versatility with new technologies • A sense of humor 		Application, Interview, Tasks & Reference

Application Process

Wapping High School is committed to the protection and safety of its students and to promoting their welfare. To that end identity, enhanced DBS and medical checks will be required from the successful applicant. The school is also an employer committed to equal opportunities and welcomes applications regardless of age, gender or ethnicity.

Your written application

We hope that after reading the information pack you will want to apply for the post advertised.

If you wish to proceed, please send your CV and covering letter to headspa@wappinghigh.org, quoting the full job title.

Timetable

If you would like to visit the school please contact Taysha Morgan by emailing headspa@wappinghigh.org.

Closing Date: Monday 16 July 2018 at noon.

Shortlisting will be shortly after closing date with interviews commencing week beginning Monday 16th.