

Receptionist/School Administrator for The ACE Maintained Nursery School and ACE Ltd

Grade 4 – Term Time Only
Term time only 08.45-13.15 Monday to Friday
4.5 hours per day = 22.5 hours per week (no lunch break)
Flexible working patterns will be considered for the right candidate.

Job Purpose

To provide administrative support to ensure The ACE Maintained Nursery School and ACE Ltd is run effectively.

To be an ambassador for the Nursery School and ACE Ltd when greeting visitors, following Health and Safety and Safeguarding procedures at all times.

Model excellent professional relationships with pupils, parents, staff, and other professionals and site users.

Be aware of and support difference and ensure equal opportunities for all.

To maintain confidentiality at all times.

Ensure that the Office complies with GDPR at all times and report any breaches to the Head Teacher.

Responsibilities of the post:

Reception:

- Undertake reception duties acting as first point of contact for parents and visitors
- Answer routine telephone and face to face enquiries always offering professional service, taking appropriate action on own initiative and referring complex matters to the appropriate member of staff
- Ensure all visitors sign in correctly and that they understand the correct procedure for signing out
- Direct/escort visitors for all site users (ACE Maintained Nursery School, ACE Ltd, Health Visitors etc)
- Assisting with arrangements for visits by school nurse, photographer etc.
- Maintain relevant forms and school brochures

Attendance:

- Ensure class registers are completed on time.
- Update class registers with all advance notices of absence provided by parents/carers.
- Follow up any unexplained absences using telephone calls and emails and report any concerns to the relevant member of staff.

General Administration:

- Provide general administration support to ensure efficient running of the Nursery School and ACE Ltd.
- Adhere to school procedures and ensure that staff and other site users receive messages promptly and accurately.
- Provide routine clerical support e.g. word processing, correspondence, reports, maintain and coordinate diaries, appointments, and meetings (including room allocation), photocopying, filing, emailing, complete routine forms
- Maintain manual and computerised records/management information systems
- Undertake typing, word-processing and other IT based tasks
- Sort and distribute mail, process outgoing mail
- Process orders and deliveries, arrange orderly and secure storage of supplies
- Coordinate school milk arrangements confirming weekly orders and submitting monthly returns
- Perform other administrative duties as required by the Head Teacher

Responsibilities:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Selection criteria

Essential Education/Qualifications/Training

GCSE Grade C/4 or equivalent in Maths and English

NVQ 2 or equivalent qualification or experience in relevant discipline

Excellent numeracy/literacy and ICT skills

Essential Experience

Experience of clerical/administrative work including working knowledge of Microsoft Office packages (Word, Excel, databases)

Essential Skills/Aptitudes

Warm and friendly manner

Good Communicator

Effective use of ICT packages

Ability to relate well to children and adults

Work constructively as part of a team

Able to multitask, prioritise and work under pressure in a demanding and busy office environment

Excellent organisational and record keeping skills

Flexible and cooperative approach to performing tasks to achieve the schools/site users objectives

Desirable Criteria

Previous experience of working in a school office/educational environment

Working knowledge of RM Integris

Working knowledge of OCC EY Portal