

RECEPTIONIST

PART-TIME, TERM-TIME, ONE-YEAR, FIXED-TERM CONTRACT from March 2017 or as soon as possible thereafter

We are looking for a part-time experienced Receptionist to head up our friendly front-of-house team.

Hours of Work

25 hours per week: Monday to Friday 8.00 am to 1.00 pm, with one paid 20 minute morning break. Term-time only, plus one day before the start of each term (INSET day) and three days before Autumn Term starts (ie. term-time, plus an extra five days a year).

The Team

The School Office/Reception/Administration team currently consists of one School Secretary, the Head's PA and three full-time members of the Admissions Department (Marketing & Communications Manager, Registrar and Admissions Assistant). Between them, they are responsible for the front-line administrative services at St Christopher School. The School Secretary and Receptionist report to the Head's PA.

The Job

This post will suit someone who can remain calm and polite under pressure and show great initiative in dealing with the diverse nature of queries that come their way.

They should be well-spoken, have an excellent telephone manner and communication skills. They should be very organised and possess a naturally helpful and personable manner as they will be liaising with parents, pupils of all ages (3 - 18 years old), teachers, visitors and outside professional bodies. Discretion and tact are also vital, alongside a sense of humour.

Experience of working in a school is preferred, but is not essential for the right candidate. We would also require the postholder to hold a First Aid certificate and training for this will be given.

We would expect the candidate to be 'computer confident' and experienced with using the Microsoft Suite, ie. Word, Excel and Internet Explorer. Experience of our SIMS (School Information Management System) database would be an advantage but training will be given. IT packages are also used by the Receptionist to book rooms/resources and update Reception screens.

The duties of the Receptionist are reasonably varied (but restricted to the Reception area) and include:

- Welcoming, processing and directing all visitors correctly.
- Opening the front door and directing and signing for deliveries.
- Answering incoming calls to our main Switchboard number.
- Taking messages for teachers and other staff and emailing them.
- Sorting the morning post into staff pigeonholes.
- Updating two Reception screens with visitor information, daily events, menu, etc.
- Booking of meeting rooms and mini bus fleet via our school bookings system.
- Ordering of Senior School stationery, including copier paper, and keeping the stationery stores organised.
- Ensuring Reception and Waiting Room area is kept tidy and presentable.
- Supporting the Bursary, Admissions, School Office and Head's PA with basic jobs, eg. laminating, binding, photocopying, envelope stuffing, label sticking, letters, etc.
- To update the staff area of the school website.
- To act as 'box office' for our many events (ie. recycled fashion show, musicals, etc) and so must be confident in handling money.

Salary

Will be according to qualifications and experience. The post is based on School's salary scale at point 11 to 15, £8.30-£9.10 per hour, pro rata. The salary pro rata will be in the range of £8,371-£9,177 per annum.

23 January 2017