



OLD SWINFORD SERVICES LIMITED

Temporary Receptionist (part time)

Person Specification

The successful candidate will be able to demonstrate the following skills and competencies:

- Excellent organisation and administrative skills;
- Excellent presentational and inter-personal skills; clarity of expression orally and in writing;
- Excellent keyboard and information technology skills;
- The ability to work to tight deadlines;
- The ability to work as part of a larger school team;
- The ability and motivation to constantly improve own practice through self-evaluation and learning;
- Ability to work independently and as part of a team;
- The capacity to take initiatives and to see issues through to a satisfactory conclusion;
- The ability to be flexible, dedicated and trustworthy;
- Displays commitment to the protection and safeguarding of children and young people.

Job Specification

The Receptionist is responsible to the Bursar and shall:

1. Ensure the reception area is a tidy and welcoming environment and that school literature is on display;
1. Answer the telephone, divert calls and take messages, retrieve messages from the mailbox and disseminate as necessary;
2. Enter am/pm registration data daily onto SIMS system and follow up absences as required by the School's Attendance Policy;
3. Pre-enter onto registration any trips/visits/medicals/sporting fixtures;
4. Organise and distribute parcels;
5. When required set up group call;
6. Check the School's generic email address and forward messages as appropriate;
7. Greet any visitors/guests visiting the school and ensure that the appropriate security identification procedures are observed;
8. Provide a quality service for bulk copying;
9. Arrange pupils travel arrangements in conjunction with the Matrons;
10. Ensure any correspondence regarding any pupil is stored on Sims;
11. Provide general secretarial and administrative support;
12. Help support exams, if required;
13. Forward any enquiries / issues to the Bursar;
14. Liaise with the other Receptionist to ensure an efficient and effective hand over each week.
15. To undertake training courses as appropriate to ensure that your knowledge and skills for your role are maintained and developed.
16. Any other tasks that may from time-to-time be reasonably required by the Headmaster or Bursar.

Suitability to work with Children

Old Swinford Services Ltd is committed to safeguarding and promoting the welfare of children and applicants are required to undertake an enhanced Disclosure & Barring Service check.