

Moon Hall School, Reigate

Receptionist & School Administrator

From February 2019

mainstream curriculum, coeducational, 11-16 years



Summary of the Role:

Job Title:	Receptionist & School Administrator (RSA)
Responsible to:	Head's PA
Hours:	Full time (including Inset Days), permanent
Salary:	Competitive, commensurate with qualifications and experience

The Receptionist & School Administrator (RSA) role assists the Head, SMT and PA to ensure the smooth and efficient operation of the school office throughout the academic year. An interesting and diverse role, it is involved with all the different aspects of the school. The role is one of the main points of contact the parents, and others, have with the school; customer service is at the heart of everything you will do. The RSA will work closely as a team with the PA and School Registrar to ensure an efficient and operational running of the school.

This is not an exhaustive list. It gives an indication of the nature of responsibilities associated with this post.

General:

- To be a welcoming face to visitors, parents, staff and pupils - answering the door, registering visitors, taking in deliveries and delivering messages etc.
- Answering the telephone and dealing with any enquires, including those from staff, parents and external service providers
- Handling face-to-face enquiries from staff, parents and pupils
- Assisting with communications to staff, parents, pupils, external service providers and other relevant external parties.
- Providing some general administrative assistance to the Head, PA and Senior Management Team
- Providing general assistance at some school events
- Acting as a team player, assisting other members of the administration, premises and teaching staff generally when required
- Attending staff meetings, administration for staff meetings and being flexible to attend any meetings after school where appropriate
- Supporting the aims and ethos of the school, setting a good example in terms of dress, punctuality and attendance, following school Health and Safety, Child Protection, Finance and other policies
- Undertaking other general tasks as and when needed

Specific Responsibilities:

- Assisting with first aid support for pupils
- Keeping accident, medical and dietary records
- Replenishing First Aid boxes when required
- Producing the first draft of the Weekly Bulletin
- Co-ordinating the production of the Half Termly Newsletter

- Maintaining and updating the Parents' Notice Board
- Typing, photocopying and research for the Head and staff
- Producing medical requirements and contact details for school outings and activities
- Creating clubs registers from pupils' clubs booking forms
- Ensuring registers have been completed accurately and on time, chasing any missing pupils and discrepancies.
- Contact parents if any unexplained absences.
- Producing monthly attendance register and overall attendance data
- Organising & maintaining the staff and visitor 'sign in' books, issuing visitors badges and providing refreshments.
- Updating the various pupil records both electronic and paper

Support regarding:

- Processing correspondence to and from parents, including email correspondence and maintenance of correspondence files
- Assisting major functions, e.g. Open Mornings and Parents' Evenings and help prepare school programmes for these events
- Supporting the Friends at Moon Hall School Reigate (PTA)
- Collation of pupil reports as well as some final proof reading

Within the School

- Undertake a share of school duties as may reasonably be requested by the Head, PA and SMT
- Promote the ethos of the school to pupils, parents and other external organisations
- Adhere to all school policies
- Safeguard the health and safety of self and others and comply with the school's Health and Safety Policy
- Promote and safeguard the welfare of all pupils that you come in contact with
- Maintain high professional standards and maintain positive relationships with colleagues, pupils and parents

Person Specification

Essential:

- Good IT skills, Microsoft Office, Word, Excel, Publisher etc.
- Attention to detail and excellent command of English/Numeracy skills
- Able to communicate well with parents
- Good time management to ensure that deadlines are met
- Friendly, 'can-do' disposition
- Team player with a willingness to provide general assistance when needed

Desirable:

- First Aid qualification although not essential as training will be provided.

Reports to: The Head's PA

Name:

Signature