



Highclare School

Receptionist / Office Assistant

Job Description

Job Purpose

To assist in the provision of a high quality administrative service to the School. As part of the main school office team, the Receptionist will greet visitors, parents and pupils in person or on the telephone and also undertake general clerical duties.

Duties and Responsibilities

1. Greeting visitors and maintaining Visitors' book and issue of Visitors' badges and ensuring visitors are well received and directed appropriately
2. Monitoring exit and entrance of pupils within the school day, ensuring they sign in and out as required
3. Answering the switchboard and passing on messages in a timely and secure manner
4. Managing the school attendance system (registration on SIMS) on a daily basis, following up on unauthorised absences, producing appropriate reports and ensuring records are backed up as required.
5. General marketing of the school to prospective and current parents, answering and re-directing enquiries as required
6. Produce letters for members of staff
7. Deal with incoming and outgoing post
8. Provide administrative support as appropriate to the needs of the School
9. During school holidays carry out annual routine tasks including filing, re-organisation of pupil records, sorting and tidying of storage areas in the office and basement.
10. Carry out First Aid (as required)
11. To adhere to the ethos of the school:
 - a. To promote the agreed vision and aims of the school
 - b. To set an example of personal integrity and professionalism
 - c. Attendance at appropriate staff meetings, INSET and staff training days.
12. To carry out any other duties commensurate with the grade in order to ensure the smooth running of the school.

This list is intended to be as comprehensive as possible, but is not exhaustive.

Highclare School is committed to safeguarding and promoting the welfare of its pupils. There is a legal requirement to provide satisfactory replies to List 99 enquiries which are obtained in the form of an Enhanced Disclosure from the Disclosure and Barring Service.



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Receptionist / Office Assistant Person Specification

Essential Skills Required

- Excellent customer service skills
- High level communication skills
- Good telephone manner
- Competent in the use of Word Processing and Excel
- Good administration and organisational ability
- An empathy with children
- Ability to work independently and as a member of a team
- A minimum of five GCSE's or equivalent including English and Maths at Grade C or above
- Discretion (maintaining confidentiality at all times)

Desirable skills

- School experience
- Knowledge of SIMS an advantage