

# **JOB DESCRIPTION**

**Post Title: ADMINISTRATIVE ASSISTANT/RECEPTIONIST**

**Vanessa Nursery School**

**Responsible to: Deputy Head & Head Teacher**

## Job Purpose

To support the Head Teacher and Deputy Head Teacher in all areas of office procedure, including registration and admission of pupils, dinner money and general admission.

## Main Duties

1. To provide a confidential Reception / Admin support service for the Nursery.
2. To assist with office procedures, including filing, telephone calls and visitors, control of office and school supplies etc.
3. To act as first point of contact for parents and pupils, to deal with enquiries and concerns in a friendly and sensitive manner.
4. To receive and record applications for the admission of pupils, and to assist with the admission process, including computerised information in relation to pupils.
5. To assist with collection and recording of dinner monies.
6. To assist with completion of computerised records related to attendance of pupils.
7. Input of data relating to the Nursery.
8. Update and maintain the Nursery's Website.
9. To be punctual according to the agreed hours of work.
10. To work at all times in accordance with the School and Local Education Authority Equal Opportunities Policies.

## Other

### **Information Management:**

To comply with information rights legislation and the Council's data quality standards by applying information management related policies.

### **Equal Opportunities**

To know and adhere to the School's/Council's equal opportunities policy and equalities legislation and implement in relation to job responsibilities in employment and service delivery.

**Health and Safety:**

To take reasonable care for his/her own health and safety and any other person(s) who may be affected by his/her acts or omissions at work, in accordance with the Health & Safety legislation.

To co-operate with the School insofar as is necessary to enable it to comply with its duties under relevant health and safety legislation.

**Safeguarding of Children Young people and Vulnerable Adults (for all front line staff in Children's and Adult Social Care):**

To be aware of and work in accordance with the School's child protection policies and procedures in order to safeguard and promote the welfare of children and vulnerable adults and to raise any concerns relating to such procedures which may be noted during the course of duty.

**The post holder will be required to have a valid Enhanced Disclosure and Barring Service (DBS) certificate and be re-checked every 3 years as per school policy.**

# **SELECTION CRITERIA – Admin Assistant/Receptionist**

**POST:** Admin. Assistant/Receptionist – Vanessa Nursery

***Selection criteria are the essential skills, abilities, knowledge, experience and/or qualifications required to be able to carry out the duties of this post.***

- ◆ Experience of providing a secretarial / receptionist service.
- ◆ Evidence of sound organisational skills and the ability to work under pressure and use initiative.
- ◆ Ability to prioritise work.
- ◆ Experience using SIMS & FMS – desirable.
- ◆ Good oral communications and interpersonal skills in order to deal with a wide variety of contacts.
- ◆ Accurate word processing skills and experience of using Microsoft Word, Excel & Publisher
- ◆ An understanding of the Council's equal opportunities policy in relation to the duties of this post.