



# St Ursula's Convent School

## A Humanities College and Teaching School

### **JOB DESCRIPTION: School Receptionist / Office Administrative Assistant ONE YEAR CONTRACT**

The primary responsibilities are to carry out reception duties; provide administrative support to the whole school; manage school hospitality; undertake other duties in line with this pay scale.

Reporting to: Office Manager  
Hours: 35 hours per week, full time  
Monday – Friday  
Grade: Scale 2, point 3-4.  
Salary: £20,835 - £21,210 full time salary

#### **Main Duties**

- To welcome all visitors to the school ensuring safeguarding protocols at all times, including students and staff who visit reception. Ensure professional and effective response to parental/staff communication queries.
- Record and collate student behaviour, letters and data.
- Manage the student receptionist – supervising workload/allocation of tasks.
- Organising and collating work for absent or excluded students.
- Coordinate the receipt and distribution of deliveries into the school, including exams.
- Provide administration support to the whole school, as directed by the Office Manager.
- Maintain Exams collection log.
- Collation of Merit points.
- Carry out administration tasks as directed by the Office Manager.
- Support the school generally with administration and other related tasks.
- Manage hospitality including monitoring stock levels, requesting orders, setting up rooms and clearing up after events.
- Undertake First Aid and Fire Marshall duties (training provided)
- In dealing with members of the school community to be mindful of the school's Catholic ethos and its Equal Opportunities policies.
- In discharging the duties of the post have regard to the provision of the Health and Safety at work legislation.

Carry out any other duties commensurate with the role and grade of this post.

All job descriptions are subject to review and modification according to changing needs and circumstances

**ST URSULA'S CONVENT SCHOOL  
PERSON SPECIFICATION  
RECEPTIONIST / OFFICE ADMINISTRATION ASSISTANT**

	Essential	Desirable
Qualifications / Training	<ul style="list-style-type: none"> <li>● Good general standard of education</li> <li>● Good numeracy / literacy / ICT skills (GCSE grade C or above or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>● Safeguard training</li> </ul>
Specific Skills, Experience and Knowledge	<ul style="list-style-type: none"> <li>● Previous experience of working in an office environment</li> <li>● Ability to fulfil reception duties including; <ul style="list-style-type: none"> <li>○ a polite professional telephone manner</li> <li>○ ability to take and relay accurate messages</li> <li>○ providing a first point of contact service for pupils, parents/guardians, visitors, staff and other outside agencies</li> </ul> </li> <li>● Ability to undertake a range of office administration, accurately and efficiently including data entry skills</li> <li>● Excellent communication skills, both verbal and written</li> <li>● Excellent working knowledge of Microsoft Office (Outlook, Word and Excel)</li> <li>● Able to identify, the needs of the school office, including the extended services within school</li> <li>● Excellent organisational skills</li> <li>● Ability to prioritise workload and to work to, and meet, deadlines</li> <li>● Ability to problem solve</li> <li>● Ability to work accurately under pressure in a very busy environment and adapt quickly and effectively to changing circumstances/situations.</li> <li>● An ability to use own initiative, work independently and also as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of working in a School Office</li> <li>● Knowledge of school administration practices and procedures</li> <li>● Experience of using SIMs or similar data management system</li> <li>● Experience of using Edulink or similar parent communication software</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge and awareness of the importance of confidentiality and data protection</li> <li>• An understanding of the ethos of a school</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• Excellent record of punctuality and attendance</li> <li>• Good interpersonal skills with children and adults.</li> <li>• Smart professional appearance</li> <li>• Discreet and confidential manner</li> <li>• Motivated, enthusiastic and flexible</li> <li>• Effective time management skills</li> <li>• Awareness and commitment to equality and diversity, health and safety and safeguarding.</li> <li>• Supportive of the School's Catholic Ethos</li> </ul>	<ul style="list-style-type: none"> <li>• Desire and potential to progress to further promotion</li> </ul>