



Receptionist/Administrator

Recruitment Information

Find us on:



Facebook: Search "The Emmbrook School"



Twitter: @Emmbrookschoo



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Website: www.emmbrook.wokingham.sch.uk



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Receptionist/Administrator

Immediate start (Mon – Fri 12pm – 4pm – term time only)

We are seeking to appoint an enthusiastic and committed individual to join our administration team.

The successful candidate will be:

- Highly motivated and committed
- Well organised and punctual with a professional attitude to work
- Willing to work as part of a hard-working, dedicated team
- Positive, proactive, with a good sense of humour who is willing to work flexibly to meet the changing needs of the school
- An active member of school life and actively subscribe to the values of the school

The Emmbrook is a flourishing school full of energy and high expectations. In our most recent Ofsted (October 2023) inspection we were judged 'Good' in all areas.

We offer:

- Staff induction and on-going training.
- Well-motivated, hardworking students.
- A strong commitment to staff wellbeing with significant opportunities for personalised professional development.

The job description and application form can be found on the school website under 'Our School – Vacancies'. Please email your application form to vacancies@emmbrook.wokingham.sch.uk to arrive before the closing date.

The Emmbrook is committed to proactively safeguarding and promoting the welfare of all its students and all posts are subject to enhanced **DBS** clearance.

Closing date for applications: 9am on Friday 15th March 2024 (although we reserve the right to interview candidates ahead of the closing date).

Receptionist/Administrator

Job Description

Job Title	Receptionist/Administrator
Salary	Grade 3 Scp 5 - 6 Actual salary £10,599 - £10,776

Job Purpose

To oversee the main reception: meeting all visitors to the school, dealing with general telephone and email enquiries and directing communications to the appropriate colleague/department.

To provide general, confidential support to the administration team, by undertaking administrative tasks as required and directed.

Line Management

Responsible to: Administration Manager

Liaison with: Parents, Teachers, Support staff, Students, Local Advisors, Contractors and the general public.

The post-holder will carry out all teaching and other related duties, subject to the direction of the Headteacher, in conformity with policies of the school and the Pay and Conditions of Service that are currently in force.

This job description may be subject to review, after consultation, at the request of the Headteacher.

Date of Publication March 2024

Main Duties & Responsibilities	
General Accountabilities	<ul style="list-style-type: none"> • To manage the school reception, as the first point of contact for all visitors. • To sign in and out all visitors to the site making necessary DBS checks. • To handle all external enquiries, via the telephone switchboard and any general school email accounts. To direct communications and messages to the appropriate colleague/department. • To communicate with parents as and when required. • To distribute incoming mail to the appropriate colleague/department. • To process outgoing mail. • To receive, check and sign for parcels, liaising with the Finance Office and Site Team as required. • To input information in the school's information management system (Arbor). Training will be given. • To produce reports (such as timetables for students) as required. • To maintain and update student records and files.
General Duties	<ul style="list-style-type: none"> • To undertake duties to support a specific administrative function including: <ul style="list-style-type: none"> ○ Preparing and distributing letters and other communications. ○ Maintaining appropriate records. ○ Supporting other administrative functions (such as Reprographics, Finance, Data and Exams) as required and directed. • To assist with the administration of school events, such as the annual vaccinations, school photographers and parents evenings.
Other	<ul style="list-style-type: none"> • Any other duties, which reasonably fall within the purview of the post, may be allocated after consultation with the post-holder.

Receptionist/Administrator

Person Specification

Receptionist/Administrator		Essential	Desirable
Knowledge & Qualifications:	Have qualifications in English/literacy and Mathematics/numeracy equivalent to at least Level 2 of the National Qualifications Framework	✓	
	Have A-levels		✓
	Knowledge of school information management systems (SIMS)		✓
	Able to use common Information Communications Technology (ICT) tools for your own and students' benefit	✓	
	High level of accuracy and time management skills	✓	
	Know how to establish effective working relationships with young people	✓	
	Ability to be a positive role model for young people	✓	
	Qualified first aider		✓
	Excellent communication skills and interpersonal skills	✓	
	Experience of supporting young people		✓
	Ability to work within a team working environment and also able to work independently	✓	
Personal Qualities	Calm under pressure, adaptable and energetic	✓	
	A caring and positive attitude	✓	
	A good listener and sensitive to students' needs	✓	
	A sense of responsibility	✓	
	Able to maintain strict confidentiality	✓	
	Flexibility and use of initiative	✓	
	A good sense of humour	✓	