

JOB DESCRIPTION

Date

Job title:

School Receptionist

Reporting to:

Head Teacher

Department/School:

North Bridge House Canonbury

Scope:

Checks:

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding: Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

Working With Us

Achieving more than you believed possible – that's what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

Since Cognita's launch in 2004, we've built an international network of 67 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita's international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

Job Summary

To be based in the front of house reception, responsible for the general smooth running and administration of the school. To ensure a pleasant first point of contact for visitors, and deal with queries from parents, students and staff.

Key Responsibilities

Administration

- General administration duties including formatting all correspondence, diary management and arranging meetings
- Assist with organisation of school events, outings and trips abroad - including admin for open mornings, parent's evenings, plays and sports events
- Assist the admissions department with school tours for prospective parents and pupils
- Manage petty cash. Keep a record and collect all monies and forward to the Finance Department
- Attend meetings as necessary and keep a log of discussions, distributing accordingly
- Monitor student behaviour and coordinate detentions
- Ensure all equipment is in working order and arrange repairs where required, i.e. photocopier servicing, repairs of computers and staff phones etc.
- Maintain and update all pupil files
- To order stock when necessary and ensure that supplies are kept topped up, e.g. stationary
- Act as the school's first aid coordinator. Assist with first aid incidents if required (training provided), administer medication, keep a record of first aid incidents on the school's 'medical-tracker' system
- Maintain efficient filing system associated with all aspects of the school
- Assisting with library supervision periods as and when required
- Undertake any other reasonable task as required

Communication

- To meet and greet parents and visitors upon arrival
- Assist the needs of external organisations, contractors and both prospective and current parents' enquiries
- Prepare and send out correspondence including school letters using the school's communication system
- Answer the phones and promptly forward on messages
- Act as a distribution point for reports, external mail and deliveries

SIMs

- Maintain accurate pupil information and ensure this correlates to pupil hard files
- Ensure new pupil's information is transferred onto SIMs and school leavers are recorded
- Work with admin teams from the other North Bridge House sites to implement SIMs consistency across the schools
- Input daily attendance marks, create weekly student attendance reports and relay this information to the relevant teachers and parents
- Keep medical records updated, ensuring that medications are clearly labelled and securely stored in the medical room

The job description will be reviewed regularly and may be subject to modification or amendment at any time, after consultation with the postholder.

Principal Working Relationships

Internal: Head, Deputy Head, all staff and pupils

External: Parents, Head Office, contractors, guests and visitors

Person Specification

Education and Skills: Computer literate and proficient in Microsoft Office, excellent telephone manner and good eye for detail.

Training and Experience: Experience working in a busy administrative environment would be beneficial.

Competencies for the Role:

Role Specific

- Proficiency in working with standard office applications
- Excellent organisation and time management skills
- Ability to prioritise and multi-task
- Ability to recognise the confidential nature of some of the work

Values Based Behaviours – the behaviours associated with our company values

- Excellence
- Respect
- Integrity
- Collaboration
- Accountability

Remuneration

- Competitive salary
- Contributory pension scheme
- School fee discount
- Professional development
- 25 days annual leave (+ Bank Holidays)