



MARVELS LANE PRIMARY SCHOOL
Riddons Road, Grove Park, London SE12 9RA

VACANCY FOR **Receptionist/ Admin Assistant**

Grade SCN1-2 – SCP 2-4

Permanent, Full Time, (35 hours p/week)
Monday to Friday 08:45am – 4:45pm
39 weeks per year, Term Time only

The role

We are seeking to appoint an enthusiastic and highly motivated Receptionist/ Admin Assistant to join our busy and friendly office team. The role is varied, consisting of supporting the school with all administrative tasks and reception duties, displaying a welcoming and helpful manner towards our visitors and members of the local community. We are looking for someone with excellent people skills and an efficient, organised approach to all tasks. Computer competency and a good telephone manner are essential. Experience of working in a similar role is desirable but not essential as training will be given on the job.

Salary details and further information

Scale SC1 - 2 Spine Point 2 - 4: £27,306 - £28,128 subject to inflationary increase
(35 hours per week, 39 weeks per year, term time only)

Hours

The Receptionist/Admin Assistant shall work a 35 hour week, 08:45am to 4:45pm. Term Time only, 39 weeks per year, 35 hours per week.

Closing date

Closing date: **12noon Wednesday 31st January 2024**

Interviews: **Friday 2nd February 2024**

Safeguarding Statement

Marvels Lane Primary School is committed to safeguarding and promoting the welfare of children. Any offer of employment will be subject to satisfactory references and clearance checks. This post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to an Enhanced DBS check from the Disclosure & Barring Service.

Equal Opportunities Statement

Marvels Lane Primary School is an equal opportunities employer. We welcome applications from all members of the community, regardless of gender, age, marital status, disability, ethnicity, religion, belief or sexual orientation.

Job Description

Post Title: Receptionist/ Admin Assistant
Responsible to: School Business Manager
Salary Grade: SC1 -2

The Governing Body reserve the right to amend the job description at any time after consultation with the post holder.

Main Purpose	Under the instruction/guidance of senior staff; provide general clerical/administrative and support to the school.
Front of House/ Reception Duties	<ul style="list-style-type: none"> • Provide an initial point of contact for parents and visitors • Manage and monitor the schools admin inbox for enquiries and queries • Manage email, post, telephone and in person enquiries in a warm, friendly and professional manner • Respond to enquiries effectively or redirecting where necessary • Welcome visitors and ensure suitable signing in and out procedures are followed
Administration/ Organisation	<ul style="list-style-type: none"> • Create and distribute school newsletters • Help to update information on the school website • Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence • Assist in arrangements for school trips, events etc. • Assisting with diary and date management, booking appointments • Maintain manual and computerised records/management information systems • Produce lists/information/data as required e.g. pupils data • Undertake typing and word-processing and other IT based tasks • Take notes at meetings • Sort and distribute mail, receive parcels and deliveries • Follow administrative procedures • Maintain and collate pupil reports • Undertake routine administration of school lettings and other uses of school premises
Additional Duties	<ul style="list-style-type: none"> • Undertake general financial administration e.g. processing orders • Provide general advice and guidance to staff, pupils and others • Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc. • Support dismissal of clubs
Responsibilities	<ul style="list-style-type: none"> • Be aware and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate member of staff • Be aware of and support diversity and ensure equal opportunities for all • Contribute to the overall ethos, work and aims of the school • Appreciate and support the role of other professionals • Attend and participate in relevant meetings as required • Participate in training and other learning activities and performance development as required <p>Undertake any other duties commensurate with the level of the post, as required to by SBM / Deputy HT/ Headteacher</p>

Equalities	Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.
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Person Specification

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Qualifications/ Training	NVQ 2 or equivalent qualification or experience in relevant discipline Good numeracy/literacy skills First Aid	√ √	√
Experience	General clerical/administrative/financial work Ability to build positive relationships/interaction with parents, visitors and other stakeholder members Communication skills	√ √ √	
Knowledge/ Skills	Organised & Proactive Flexible and calm under pressure Effective use of ICT packages Use of relevant equipment/resources Good keyboard skills Knowledge of relevant policies/codes of practice and awareness of relevant legislation, including Safeguarding Ability to relate well to children Work constructively as part of a team, understanding school roles and responsibilities and your own position within these Ability to identify own training and development needs and co-operate with means to address these	√	

E – Essential / D – Desirable Requirements