



KIRKHAM GRAMMAR SCHOOL

JUNIOR, INFANT & PRE-SCHOOL RECEPTIONIST/SECRETARY

CONTRACT TYPE: PERMANENT

SCALE: NJC 7

BACKGROUND

Kirkham Grammar School is a thriving independent school, comprising a Senior, Junior, Infant and Pre-School, with 910 pupils on roll. The Senior School has 660 pupils in an age range of 11 - 18 years. The Headmaster is responsible for running the school, assisted by his Senior Leadership Team. There are close links with the Junior, Infant and Pre-School, situated across the road, which has 250 pupils on roll. The Governing Body and Bursarial Department are common to both schools.

THE POST

We are looking to appoint a full-time, term time Receptionist/Secretary. The ideal applicant will be of smart appearance, articulate, discreet and must have strong interpersonal skills in order to deal with parents, staff, pupils and the public at all levels. They will also be required to be numerate, possess an excellent telephone manner and show attention to detail. The ability to remain calm and focussed in a busy office is of prime importance, together with being flexible in approach to constantly changing situations. Knowledge of Microsoft Office, especially Word and Outlook is essential, and it is desirable to have the ability to maintain databases. He/she will need to demonstrate a readiness to be part of an important administrative team, being flexible to undertake other roles/duties as and when required.

It is essential that the incumbent has the ability to manage varied workloads, to combine routine duties, work under pressure accurately, as well as working on his/her own initiative. Previous experience of working in education and knowledge of using a management information system (eg SIMS/iSAMS) would be beneficial, but not essential.

RESPONSIBILITIES

- a) Responsible for the school's reception and switchboard, ensuring incoming and outgoing calls are processed efficiently, courteously and quickly, as well as dealing with routine matters without reference to staff;
- b) Provide secretarial and administrative assistance to the Headmistress and Headmistress's PA;
- c) Maintain the school diary via Outlook, liaising with the Deputy Heads (Pastoral and Academic);
- d) Administration of Breakfast Club and Late Room registers;

- e) Take responsibility for the termly administration processes for the 30 hours free childcare facility;
- f) Type correspondence, timetables, minutes, rotas, pupil certificates and other documentation with accuracy and speed;
- g) Assist in the preparation of publications relating to school events;
- h) Assist in the coordination of the school's termly calendar;
- i) Responsible for the administration of the school's co-curricular programme, to include day and residential trip administration;
- j) Maintaining the accident and medication records and organising the administering of medicine when required. Inform the School Nurse with regard to daily medical requirements;
- k) Assist with the organisation of school events such as Open Day, Prizegiving, Concerts, Productions and attendance at all these events;
- l) Filing of pupil records;
- m) Have knowledge of the school's fire and evacuation procedures and be able to take action accordingly;
- n) Record messages taken from the Absence Reporting Line for relevant staff and iSAMS;
- o) Record pupils' authorised exeat information on iSAMS;
- p) Use iSAMS to record lateness/absence information and report an overview on a half termly basis to the Deputy Heads;
- q) Use appropriate signing in and out procedures for visitors, as well as ensuring visitors are escorted at all times when applicable;
- r) Receive messages and property for pupils, ensuring forward transmission;
- s) Take and record messages for staff;
- t) Compile information packs for prospective parents and school tours as required for Open Events;
- u) Have knowledge of the school's database systems, including iSAMS and CPOMS in order to access pupil records as required;
- v) Provide any other associated duties as reasonably requested by the Headmistress and the Headmistress's PA;
- w) Assisting with the sorting, collation and distribution of external and internal mail, when required.

PERSON SPECIFICATION

- Good ICT skills in word processing and email are essential. It is desirable to have skills in database management.

- Ability to work to a high degree of accuracy and attention to detail, especially under pressure, and to deadlines.
- To possess excellent organisational ability, as well as interpersonal and communication skills.
- To have emotional intelligence, sensitivity and discretion when dealing with parents, pupils and the public alike.

HOURS OF WORK:

8.15 am – 4.30 pm, term time only plus 3 weeks during the school holidays.

HOLIDAYS:

4 weeks holidays plus Public Holidays paid pro rata (5 weeks after first year pro rata). Holiday leave to be taken during school holidays

SALARY:

Based on NJC Scale Point 7, however this will also be commensurate with experience and qualifications.

PENSION:

Stakeholder Contributory Pension Scheme, if required.

Kirkham Grammar School is committed to safeguarding and promoting the welfare of children and young people