



KIRKHAM GRAMMAR SCHOOL

RECEPTIONIST/ADMINISTRATION ASSISTANT

CONTRACT TYPE: PERMANENT, PART-TIME

BACKGROUND

Kirkham Grammar School, whose long traditions stretch back to its foundation in 1549, is today a fast developing co-educational Independent School of 850 pupils aged between 3 and 18 years. The Senior School of 656 pupils, 75 of whom are boarders, incorporates a Sixth Form of 179 and the Pre School, Infant and Junior School with 239 pupils.

The Headmaster is responsible for running the school, assisted by his Senior Leadership Team. Also supporting the Headmaster are a PA, Registrar, a School Secretary and two Receptionists.

THE POST

We are looking to appoint a part-time Receptionist/Administration Assistant who will job share with our current post holder. 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 focused 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 manage databases and the Internet. 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

- 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.
- Having knowledge of the school's fire and bomb procedures and being able to take action accordingly.
- Receiving pupils' sickness absence information via Surgery Managers/Matron and recording it in the appropriate signing in and out register.
- Using the electronic registration system to record lateness/absence information, as well as chasing up missed registrations. Alert Pastoral Support Officer to any persistent missed registrations/lates.
- Using appropriate signing in and out procedures for visitors, as well as ensuring visitors are escorted at all times when applicable.
- Using correct signing out procedure for pupils leaving during school hours, ensuring appropriate authorisation has been given (Form Tutor pass or parental note).
- Alerting appropriate Senior Manager when pupils have been removed from class and sent to Reception.
- Receiving messages and property for pupils, ensuring forward transmission.
- Taking and recording of messages for staff.
- Making up of prospectuses as required for Open Events and in response to enquiries about the school, logging parental details on the database and generating appropriate standard letter.
- Having knowledge of the school's database system (CMIS/iSAMS) in order to access pupil records as required.
- Providing secretarial and administrative assistance to the Secretariat as directed by the Headmaster's PA.
- Providing any other associated duties as reasonably requested by the Headmaster's PA/Registrar.
- Assisting the Deputy Head (Pastoral) by the preparation of registers for the academic year.
- Assisting in the examination post results service, ie requests for exam re-marks and returned scripts.
- Photocopying for pupils when Reprographics Technician is not available.

- Assisting with the sorting, collation and distribution of external and internal mail, when required.
- To cover for the other Receptionist during holiday and sickness absence.
- Other routine duties as directed by the Team Leader (Headmaster's PA).

PERSON SPECIFICATION

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

20 hours per week.

Working arrangement to be discussed.

HOLIDAYS:

4 weeks' holiday plus Public Holidays pro rata (5 weeks after first year pro rata)

SALARY:

This will be commensurate with experience and qualifications.

PENSION:

Stakeholder Contributory Pension Scheme, if required.

APPLICATION:

By Senior School application form (stored on Vacancy web page of the school website), CV and supporting typewritten letter, giving the names, addresses and telephone numbers of two relevant referees, together with details of your current remuneration package to:

Mrs J Hunt
Headmasters' PA
Kirkham Grammar School
Ribby Road
Kirkham
PRESTON
PR4 2BH

Closing date: 29 May 2022

Interview date: 10 June 2022

The post is ultimately subject to completion of the school's own application form, two satisfactory references, DBS clearance and verification of qualifications.

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