

School Receptionist/Administration Assistant - Job Description

Job Title:	School Receptionist/Administration Assistant
Appointed by:	School Leadership Team
Reports to:	School Administrator
Position:	Part Time position: 19.5 hrs per week, 8-11am x4 days/week, and 8-4pm x1 day/week (with 30 minute break). Term Time only with some extra hours required during holidays.
Salary:	Pro rata'd salary for part-time, term-time role: £7,512.41 (FTE £18,032.02pa)
Type of Contract:	Fixed term 1 year with scope for extension
Deadline for applications:	Open until filled

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

About our school

Cambridge Steiner School is a small non-selective, co-educational independent school and is part of the Steiner Waldorf Schools Fellowship. We provide a dynamic and progressive education for children aged 2 to 16 years. Situated on a single site, located on the outskirts of Cambridge in the delightful village of Fulbourn, we welcome children from all over Cambridgeshire and beyond.

At the Cambridge Steiner School, we strive to give children the gift of an education that will nourish the whole life of the child. To this end, the academic, social, moral, and spiritual growth of every child is held as a central objective of our education. Children's capacities and personal abilities are helped to unfold by providing them with a rich and carefully planned curriculum that enhances their own natural developmental growth.

Our school community encompasses families from diverse cultural, racial and socio-economic backgrounds. We offer a warm welcome to all, regardless of culture, creed, race, gender, sexuality or disability and promote an ethos of mutual respect and tolerance for all.

Main Features of the Position

The School Receptionist is the first point of call for visitors to the school, parents, staff and children. As the 'face' of the school the receptionist should be welcoming, personable, helpful and able to represent the School in a professional and friendly manner. In addition it is essential that the person for this role is organized, able to multitask, work flexibly and have a 'can do' approach to work, as no two days are the same. The receptionist is also required to assist the School Administrator with various administrative tasks, requiring a good level of IT skills.

Key Responsibilities

1. To act as the first point of contact for the school: welcoming visitors and responding to telephone and email enquiries in a helpful and constructive manner and ensuring that appropriate actions are taken in a timely manner.
2. Ensuring the safety and security of the school at all times, making sure that the front door is locked and entry to the premises controlled. Ensuring that all visitors sign in and take a visitor badge where necessary.
3. Communicating with parents regarding all aspects of school life, receiving and passing on information, between parents and teachers, including phoning parents to ascertain reasons for pupils' absence.
4. Assisting with all admissions related tasks, including preparations for and assistance at Open Mornings, taking calls and recording details of enquiries from prospective new families.
5. Maintaining and updating school information, records and databases.
6. Receive, sort and distribute all packages, deliveries and mail.
7. Ensuring that the reception area is kept smart and tidy and that noticeboards are kept up-to-date.
8. To assist with the ordering of stationery, materials and resources and ensuring that stock levels are maintained.
9. Assisting in the production of the weekly e-Bulletin and other school notices, posters and school publications.
10. Assisting with various administrative tasks and duties, utilising word, excel, outlook email and the school database updated. (training will be provided)
11. To act as one of the fire marshalls. Training will be given.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties as discussed and directed by the Line Manager.

Person Specification

This section details the knowledge, skills and experience required for the role.

Essential	Desirable
Knowledge	
Awareness of and enthusiasm for Steiner / Waldorf education.	
Knowledge and awareness of current customer service principles and practice.	
Qualifications and Skills	
A good level of computer skills. Familiarity with Microsoft applications, including: word, excel, Outlook and have internet skills.	ECDL or equivalent level of IT skills. Experience of using databases
Excellent organisational skills and ability to prioritise workload.	
Excellent interpersonal and communication skills, in person, telephone and written.	
Ability to work independently and as part of a team.	

Excellent Customer Service Skills, with the ability to use discretion, patience, tact and respect for confidentiality.	
Experience	
Of working in a busy environment	Of working on a busy reception Experience of working in a school
Of multitasking and working flexibly	
Of team working	
Experience of working with people	Experience of working with children
Demonstrable experience of working with systems and procedures	
Attributes	
A love of working with people and children.	
Willingness to develop self and skills	
Willingness to work collaboratively and as part of a team	
Ability to use initiative and be self motivating.	

Essential information

Cambridge Steiner School is committed to Safeguarding and welfare of all children.

All employees will be vetted for suitability to work with children and young people, and all appointments will be subject to the following:

- Satisfactory DBS check
- Satisfactory references
- Proof of eligibility to work in the UK

Application forms can be downloaded from the school website or obtained from the school office at reception@cambridge-steiner-school.co.uk or by telephoning 01223 882727. Completed applications should be returned to Damian Mooncie, School Lead: admin@cambridge-steiner-school.co.uk