



**Job Description - School Receptionist**

**The Position**

This is a key position welcoming all visitors to the school, whether in person or on the telephone – being the face of Prior’s Field.

This post reports to the School Secretary.

**Responsibilities:**

<ul style="list-style-type: none"> <li>• Welcoming all visitors to the school, including current and prospective parents, Governors and third parties – representing Prior’s Field on the telephone to the same</li> </ul>
<ul style="list-style-type: none"> <li>• Understanding the school’s ethos and marketing aims</li> </ul>
<ul style="list-style-type: none"> <li>• Maintaining the registers for visitors, staff and girls – understanding the safeguarding policy and its importance</li> </ul>
<ul style="list-style-type: none"> <li>• Providing assistance and care to the pupils</li> </ul>
<ul style="list-style-type: none"> <li>• Assisting parents and visitors with general queries</li> </ul>
<ul style="list-style-type: none"> <li>• As part of the Office team, ensuring efficient completion of morning and afternoon Registration records</li> </ul>
<ul style="list-style-type: none"> <li>• Updating and maintaining accurate pupil records on the school’s management information system iSAMS</li> </ul>
<ul style="list-style-type: none"> <li>• Assisting with the organisation of pupil filing and in particular preparing files for scanning and archiving</li> </ul>
<ul style="list-style-type: none"> <li>• Assisting with the organisation of school events, attending as required (some events may take place in the evening – time off in lieu will be given for overtime)</li> </ul>
<ul style="list-style-type: none"> <li>• General office duties, as part of the Office team, including (but not limited to) dealing with incoming and outgoing mail and deliveries, monitoring school stationery, booking taxis, assisting with ad hoc changes to bus manifests</li> </ul>
<ul style="list-style-type: none"> <li>• Liaising with members of staff as appropriate regarding pupils and parents – sharing information with Senior Leadership Team, Boarding team, nurses and pastoral staff as appropriate</li> </ul>
<ul style="list-style-type: none"> <li>• Becoming an integral member of main office and other administration teams contributing to the efficient and smooth-running of the school’s administration – assisting in providing an administrative and secretarial support service to all departments of the school</li> </ul>
<ul style="list-style-type: none"> <li>• Lending assistance to other colleagues if the need arises and enjoy playing a full part as a</li> </ul>

Prior’s Field Priorsfield Road Godalming Surrey GU7 2RH

t: 01483 810551 w: [www.priorsfieldschool.com](http://www.priorsfieldschool.com)

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff to share this commitment. This post will be subject to an enhanced DBS check.

member of a lively and busy team

### Person specification

The successful applicant will

- Be well presented, warm and friendly with a good sense of humour
- Be empathetic and understanding – even when under pressure
- A good team player with good communication skills – both oral and written
- Have good language skills and be able to draft clear and grammatically correct emails and letters
- Be able to work independently on tasks and prepared take responsibility for their area of work
- Have plenty of initiative and common sense
- Have a ‘can do’ positive attitude to problems and be inclined to look for a solution rather than accept that something is not possible
- Be able to multi-task
- Be well organised, efficient, able to work under pressure and flexible
- Be able to demonstrate good proficiency in the use of Microsoft Office applications and in particular Word and Excel (including the ability to do mail merges)
- Have the ability and motivation to learn new skills (the school uses a number of specialised management information packages for which training will be given)

### Terms of employment

#### Hours

- Term time – 27.5 hours worked as follows:
  - Monday to Thursday 1.30pm-7pm
  - Friday 1.30pm-6pm
- Holidays
  - Hours to be worked between 9am and 4pm as agreed with School Secretary
  - Term time hours may be required on some occasions (e.g. Results Days)
- The School Receptionist is also expected to attend Open Days and Speech Day (normally these take place on a Saturday morning). Time off in lieu will be given for these days to be taken during school holiday periods.
- Time off in lieu (to be taken in the holidays) will also be given for any extra hours worked in the evenings during term time

#### Probationary period

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6 months
<b>Holiday</b> 6 weeks paid holiday to be taken during the school holidays
<b>Benefits</b> <ul style="list-style-type: none"><li>• Lunch during term time and when dining room is open during the holidays – to be taken before start of working hours, time unpaid</li><li>• Contributory stakeholder pension</li></ul>
<b>Conditions</b> <ul style="list-style-type: none"><li>• The position is subject to DBS certification and satisfactory references being obtained</li></ul>

July 2018

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