



# Pitsford School

## Job Description

Job Title:	Receptionist / Administrator
Responsible to:	Office Manager
Salary:	£10,020.23 (Actual)
Hours:	25 hours per week during term time, 34 weeks (8.00am to 1.00pm) 25 hours per week during holidays, 6 weeks (9.00am to 2.00pm)

Pitsford School is a co-educational independent school for pupils aged 3 – 18 years old. The school offers a very attractive working environment based in delightful rural parkland setting of some 30 acres close to Northampton Centre.

### The Role

To provide office and administrative support to Pitsford School, including administrative support for the Deputy Head. This will include typing and sending out letters to parents, making and receiving telephone calls, taking minutes, making diary appointments, filing and photocopying and help organising all school events and hospitality.

### Key Responsibilities

The job description does not form part of the contract of employment and may be varied in accordance with the demands of the role. The main duties and responsibilities are as follows:

- To support reception duties and greet all visitors, parents, staff and pupils in a warm and welcoming manner, dealing with all enquiries in a helpful and informative manner or when necessary, referring queries to the relevant person.
- To answer incoming calls, transferring calls to relevant staff and taking any necessary messages and passing them onto the person concerned also ensuring any urgent messages are relayed to pupils and staff efficiently and in a confidential manner.
- To receive, open and distribute post and parcels in a timely manner, including the delivery of relevant documents to various staff locations. Despatch outgoing mail and assist with general postal arrangements.
- To monitor and respond to messages received via the Office email account and to operate the communication systems such as telephone, firefly and email.
- To order and maintain stock of stationery and office supplies ensuring stock levels are adequate, including pupil planners and homework diaries.
- To undertake administrative duties in respect of pupil attendance, including following up individual pupil absences in a timely manner, recording absence on SIMS all in accordance with the absence policy.

Headmaster: Dr C Walker

Pitsford Hall, Pitsford, Northamptonshire, NN6 9AX

Tel: 01604 880306 Fax: 01604 882212 e-mail: [office@pitsfordschool.com](mailto:office@pitsfordschool.com)

Registered Charity No: 298910 Company No: 2281187

[www.pitsfordschool.com](http://www.pitsfordschool.com)





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- To coordinate detentions by liaising with all relevant teaching staff and sending letters home to parents.
- To send out data sheets and consent forms to parents (swimming, photographs etc.) on annual basis, update SIMS and file accordingly.
- To assist in the preparation of all documents such as programmes and booklets for school events.
- To deputise for absent colleagues as part of the office team.

## Key Responsibilities – First Aid/Medical Administration

- To coordinate the School nursing team visits for vaccinations and checks by ensuring all rooms are booked, paperwork completed and all relevant documents and systems updated.
- To undertake data input and maintain up to date, accurate records on pupil information including dietary, medical, contact details.
- To ensure that the Catering Manager is informed of all pupil's dietary requirements in a timely manner.
- To ensure that all relevant forms are completed by parents and information is updated on SIMS in a timely manner for all pupils with specific medical requirements.
- To ensure all relevant pupil medication is in date and stored appropriately. In particular ensuring epi-pens are in School, named and are up to date.
- To liaise with staff to ensure all first aid boxes are fully stocked, items are in date and reorder as appropriate for the beginning of each term.
- To ensure all relevant medical staff training is up to date and inform the finance department of any training requirements.
- To undertake first aid training if not already qualified.

## General Responsibilities

- To work within health and safety guidelines and other guidelines that may be issued from time to time.
- To maintain confidentiality at all times in respect of School related matters and to prevent disclosure of confidential and sensitive information.
- To attend any relevant training courses as identified and agreed.
- To undertake such duties appropriate to the post as may from time to time be required to ensure the smooth and efficient running of the school.

All staff at Pitsford School has a part to play in supporting the school's ethos, understanding pupil's safeguarding requirements and promoting the best possible image to parents and prospective parents.





## Person Specification

	Essential	Desirable
<b>Education and Qualifications</b>		
Good Level of Education to GCSE Grade C/Level 5 or above to include English and Maths	✓	
Any Relevant Office Administration Qualifications		✓
First Aid Qualification		✓
Post subject to an Enhanced DBS Disclosure Check	✓	
<b>Experience and Knowledge</b>		
Good knowledge and experience of Microsoft Office applications such as Word and Excel –	✓	
Experience of working within a School office environment		✓
Experience of the school management system SIMS would be an advantage, although training will be provided	✓	
Experience of using Microsoft 365 and OneDrive/Sharepoint would be an advantage		✓
<b>Ability and Skills</b>		
Have a calm, confidential professional manner and appearance	✓	
Be highly organised, work efficiently and accurately and be an effective communicator with a range of people	✓	
Ability to work on your own but also as part of a team to achieve shared objectives	✓	
Ability to prioritise your work, achieve deadlines and support your colleagues when needed	✓	

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