

## Job Description: School Receptionist

<b>SALARY:</b>	£20,200 – £23,410 per annum
<b>HOURS:</b>	Monday to Friday 8.30am to 5.00pm.
<b>LOCATION:</b>	Tram House School, 520 Garratt Lane, London SW17 0NY
<b>REPORTS TO:</b>	Executive Assistant to Heads of School
<b>HOLIDAYS:</b>	25 days per annum, to be taken during school holidays, plus bank holidays
<b>PROBATIONARY PERIOD:</b>	3 months
<b>BENEFITS:</b>	Pension: 3, 4 or 5% matched contributions available after 3 months in post; Season ticket or bicycle purchase loan scheme.

### About BeyondAutism

BeyondAutism is a charity dedicated to empowering autistic people to lead lives full of choice and control through positive educational experiences, training for the people who work with them and support for their families and carers.

We run BeyondAutism schools, Independent Special Schools, offering transformative specialist education for autistic children and young adults aged 4-19. Our Early Years' Service provides support for families and children aged 15 months – 5 years, while our Post-19 provision offers opportunities to autistic young adults, from the age of 19 up to 25 – preparing them for adulthood with a skillset that enables them to have choice and control.

### Job Purpose

The role of School receptionist is essential to the smooth running of the school. Working as part of a team, under the direction of the Executive Assistant to Heads of School, the Receptionist will provide professional administrative support and an efficient front-line service for the reception area.

### Skills Required

- Communication and interpersonal skills: Often being the first person of contact, the Receptionist will need to possess excellent people skills. The image of the school relies heavily on the ability of the Receptionist to communicate effectively and sympathetically with a wide variety of people including Parents, Staff and Supporters

- Time-management: Excellent time-management and organisational skills to be able to deal with a multitude of tasks and a range of priorities
- Computer skills: Strong IT skills, proficient in the use of most Microsoft Office applications including Outlook, Word and Excel. A working knowledge of PowerPoint and Publisher would also be helpful
- Problem solving: The Receptionist will need to be practical, resilient and able to use their initiative

## Main duties and responsibilities

### School Administration

- To manage reception which includes answering all calls in a timely manner taking messages & forwarding them on to the relevant people. Welcome parents and visitors, ensuring they have signed in on arrival, and signed out when departing, as well as conducting Covid-19 lateral flow tests where applicable
- Providing all visitors with a Safeguarding guide
- Assisting Agency workers - finding out where they should be, checking ID & DBS etc and providing Cause for Concern forms if required
- Passing Local Authority inquiries to the Head of Pastoral, EA or Finance, as necessary
- Responsibility for keeping track all keys and fobs, keeping a record of when they are signed out & returned
- Dealing with post, collections and deliveries – ensuring they go to the right people
- Booking approved taxis, monitoring requests, creating PO's and keeping accurate record of journeys booked for Finance – verifying all invoices
- Monitor BA group calendar daily and Tram House inboxes – replying to, or forwarding on, relevant emails in a timely manner
- Maintain office equipment and arrange for any necessary repairs
- Support the Lead Administrator and EA with arranging, co-ordinating and managing parent/teacher evenings and other school events
- Co-ordinate school trips and outings including venue research, booking, arranging transport and ensuring consent forms are issued and returned.
- Preparation of resources and materials including school books, registers, visitor books, escort handover docs etc – checking they are up to date, making changes when necessary
- Managing Petty Cash (with oversight from Administrator /EA)
- Order and distribute school supplies, stationery, education supplies, equipment, first aid supplies, etc. and ensure sufficient stock levels
- Liaise with the school admin team to ensure opportunities for bulk ordering and cost saving are maximised

- Co-ordinate/witness administration of students' medicine and ensure everything is thoroughly documented
- Monitor and support others to ensure that the standards Health and Safety are compliant and of high quality
- Attend Health and Safety Meetings

### Facilities Management

- Assisting with arrangements for external weekly activities
- Booking Community Transport, keep them informed of term dates and notify any changes
- Liaise with Site Managers regarding general maintenance
- Notify transport departments of term dates, changes to transport locations, and maintain accurate transport records

### Working with Parents

- Liaise with parents and pass on parent enquires to the appropriate staff member.
- Monitoring and recording consent forms
- Sending letters out to parents as directed.
- Ensure records are kept up to date (medical, data collection forms etc)

### Working with Pupils

- Prepare and update school records and consent documentation.
- Undertake training to become a Qualified First Aider
- Manage the care of pupils who are ill at school and liaise with parents

### General Responsibilities

- To understand, adhere to and actively implement all the policies and procedures of BeyondAutism
- To operate and comply with the provisions of the Data Protection Act 1998, GDPR and relevant BeyondAutism policies during the course of undertaking the role
- To safeguard children at all times
- To undertake training as required
- To undertake additional tasks as directed by the EA and Heads of School

### Additional Training Provided

Over and above general on-the-job training the successful applicant will also be required to train for the following key roles and areas of responsibility:

- Behaviour Analysis in-house basic training
- First Aid Officer
- Fire Officer