

**Role Profile:** Part-Time Receptionist/Administrator

**Location:** Akeley Wood School - Buckinghamshire

**Function:** Administration

**Reporting to:** Operations Manager

### **About the School**

Akeley Wood, part of the Blenheim family, is a thriving co-educational independent school set across three beautiful campuses in the Buckinghamshire countryside. Welcoming pupils from 12 months to 18 years, we are a warm, inclusive and ambitious community where every pupil is known, valued and supported to achieve their very best.

Our learning environments are designed to inspire, from specialist classrooms to woodland outdoor areas, creative studios and modern sports facilities. We are proud of our strong pastoral culture, our commitment to individual strengths and our belief that meaningful relationships drive student success.

Joining Akeley Wood School means joining a caring, collaborative team who believe in high expectations, compassion and the transformative power of education.

### **Role Purpose**

The Receptionist/Administrator, reporting to the Operations Manager, is the initial point of contact for all external enquiries and visitors to the Akeley Wood campuses. By offering a professional, welcoming and efficient response to all stakeholders, they will play a pivotal role in creating an excellent first, and lasting, impression of the school. In addition to overseeing Reception, the post holder will be expected to undertake other key administrative duties, to include managing and overseeing the pupil registration and attendance procedures, communications with parents, and any other duties as directed by the Operations Manager.

### **Key responsibilities**

- Welcoming all Visitors to the School
- Overseeing Reception
- Providing Administrative Support
- Provide First Aid Support

**What you Will be Doing**

- Welcoming all visitors, following full safeguarding procedures.
- Answering all calls in a polite and efficient manner
- Collecting and recording Pupil Registration details on a daily basis (each morning and afternoon) contacting parents of pupils for whom there has been 'unauthorised absence' notified in Registration.
- Receiving and distributing all incoming mail to the school.
- Be one of the Main First Aid Officers for the Junior School campus and assist the Main First Aid Officer at the Senior School campus, dealing with illnesses and injuries affecting pupils and staff as necessary.
- Maintaining the database to enable contact with parents via email and sending communications on behalf of the Teaching staff and School.
- Maintain and administer the school's stationery requirements.
- Oversee the reprographics rooms, ensuring it is kept replenished with resources, tidy and reporting service calls to maintain the efficient use of all copiers.
- Providing administrative support to teaching staff as required.
- Ensuring that the School's Reception areas are maintained in a tidy and ordered appearance to reflect a welcoming, attractive and professional image at all times.
- Attending meetings and training sessions as required and assisting with major School functions for example School Open Days, presentation evenings.
- At the discretion of the Head and Administration Manager such other duties as may reasonably be requested or required.

**Safeguarding Responsibilities**

- To comply with safeguarding policies, procedures and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

**What you'll Bring***Skills, Experience and Qualifications*

- Excellent telephone manner and highly proficient interpersonal skills.
- IT skills including working knowledge of Microsoft Office, Excel.
- Database implementation (desirable).

- Good levels of written and spoken English.
- Educated to A level standard.
- First Aid Qualification (desirable).
- High levels of attention to detail and accuracy.
- The ability to work as part of a team and assist others when required.
- Maturity and a calm friendly manner even when under pressure and the ability to employ tact and diplomacy in challenging situations.
- An understanding of importance of handling confidential records appropriately.
- Experience of working in a school (desirable).
- Exemplary professional standards of appearance.

**Key Stakeholders you'll be working with**

- Internal: Pupils and all school staff.
- Blenheim Schools: Colleagues across Blenheim schools.
- External: Key external relationships and parents.

**Governance:**

- Blenheim Schools is the proprietor of Akeley Wood School. As such, Blenheim Schools has the legal responsibility and accountability for ensuring that the school is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.
- Blenheim Schools do not have governing bodies. However, they all have strong and established governance arrangements and Heads are line managed by a Chair of Governors.
- Support in leading a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.
- Safeguarding and Health & Safety governance visits are held at each school to evaluate their quality for protection for our children. During these visits, the reviewer will speak with the Head, Designated Safeguarding Lead, Educational Visits Coordinator and other staff, as well as always talking to groups of children.

**• To be signed and dated by employee:**

- **Signed:** .....
- **Name (print):** .....
- **Date:** .....