

# Beech Lodge

## Admin & Marketing Assistant/Receptionist

### JOB SPECIFICATION

Location: Beech Lodge School, Maidenhead

Contract type: Permanent – 4 days per week.

Hours: 8.30am to 3.30pm 4 days per week including inset days and some days during school holidays (tbc)

Salary: £22,000 pro-rata

Start date: As soon as possible

Responsible to: Administration/Communications Manager

We are looking for an Admin & Marketing Assistant/Receptionist who will enjoy a busy workplace with a wide variety of tasks. Based in the reception of our lovely school you will be part of our front of house team working alongside and assisting the Administration/Communications Manager. As part of your Receptionist duties you will be ensuring that visitors to the school feel welcome, are offered refreshments and are informed of safety procedures.

Administration and Marketing support duties will vary but you will receive training for and be responsible for updating news items on the school website and authoring and posting on our social media sites.

From time to time you will work as classroom assistant to gain a better understanding of the school and to learn important skills working with our pupils.

There are many opportunities during the day to interact with pupils and members of staff. To pupils you will be seen as both a valuable source of information and potentially a person who will enjoy a chat – good humour, confidence, patience and willingness to help are essential. You might have to spin several plates at the same time (quite literally when we have Circus Skills lessons!), so you will need to be able to demonstrate flexibility and organisational skills.

As you learn about the school you will be able manage enquiries from prospective parents, talk them through our offer and guide them through our admissions process. You will be able to build relationships with parents and carers of our pupils and provide an excellent level of service for them either through email, on the phone or in person. There are many administrative tasks involved in running the school and you will have the opportunity to learn about many of them.

**Great minds think differently**

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## **Duties include:**

- Assisting the Receptionist in the first point of contact for all visitors to the school
- Answering telephone calls and email enquiries
- Opening and distributing post
- Daily checking and printing of the School attendance registers.
- Website updates and social media posts
- Communicating with parents and liaising between parents and staff
- Ensuring the safety and security of the school at all times.
- Assisting with basic administration (ie, mailings, database maintenance).
- Maintain complete confidentiality and discretion at all times of any information concerning trustees, staff, pupils and parents that may be required in the course of work
- Flexibility to cover other duties (ie classroom assistant) as deemed appropriate to meet with the evolving needs of the school

## **Other:**

Any other duties required by the Headteacher, Proprietor, Administration/Development Manager and Finance/Facilities Manager, Receptionist which is within the scope of this post.

To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.

To promote the safeguarding of children

To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.

To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner

## **Person Specification:**

- Love of working with children and in a school environment.
- Excellent inter-personal skills and pleasant telephone manner
- Excellent ICT skills (Word, Excel, Powerpoint, Outlook)
- Experience of MIS systems is desirable
- Good level of education and qualifications
- Ability to work well under pressure
- Initiative, drive and enthusiasm
- Flexibility
- Sense of humour

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