

Job Description:

School Receptionist

Term Time only (39 weeks per year)

8:30am till 3:30pm, Monday-Friday

£15,083.25 per annum

To start as soon as possible

The Write Time is an oversubscribed independent secondary school (mixed) in South London catering to students with EHC plans as well as social, emotional, and mental health needs. As an Ofsted rated 'Good' school, The Write Time works with multiple local authorities across South London, including Croydon, Lewisham, Merton, Sutton, and Wandsworth to educate at risk learners as a long-term, permanent educational environment. Our school offers a stable, secure, and supportive setting. We ensure that the children and young people we care for can develop the skills and confidence necessary to help them fulfil their educational and social potential.

As well as our dedicated independent school, we also work with multiple partner schools in the local community, providing student support in their own educational environment.

As an exceptional receptionist, your organisation skills will be superb. You will have the proven ability to manage complex and time-sensitive tasks in a professional manner.

Job Description

- Be the first point of call for new, prospective, and established parents, together with visitors to the school.
- Greet visitors and sign them in as necessary, check ID if required and receive deliveries.
- Be the 'face of the school' and to welcome guests and visitors ensuring refreshments are always offered to guests where appropriate.
- Support the admin team with filing confidential documents
- Answer the telephone, take messages, and email staff as necessary
- Mark/ follow-up on daily morning and afternoon attendance
- Keep the reception area clean, clear of clutter and a welcoming space for visitors.
- Lock and unlock front gates, maintain front door security and reporting any suspicious activity.
- Deal with pupil queries during the day including basic first aid.
- Organise and distribute post
- Adhere to the Health and Safety Policy within the school.

- Assist in ensuring that the health, welfare, and safety of all the children in the school are met.
- Promote and safeguard the welfare of children in the school.
- Be knowledgeable of any school policies which relate to non-teaching staff.
- Read and abide by the Employee Handbook.
- Conduct school tours for parents, carers, and other professionals.

Qualifications, Knowledge and Experience

- Educated to GCSE level or equivalent
- Competent in the use of Microsoft Office packages
- Proficient in the use of computers and databases
- Proven ability to work in an environment that educates children with complex learning needs (ASD, ADHD, Global Delay, SEMH, etc.)

Other Professional Requirements

- be vigilant in the monitoring of student behaviour and the supervision of students at all times
- have a working knowledge of teachers' professional duties and legal liabilities.
- Always operate within the stated policies and practices of the school.
- establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- endeavour to give every child the opportunity to reach their potential and meet high expectations.
- contribute positively and effectively to Every Child Matters/ Keeping Children Safe in Education agenda.
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department, and students.
- contribute to the corporate life of the school through effective participation in meetings and management systems
- necessary to coordinate the management of the school.
- take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools.
- take responsibility for own professional development and duties in relation to school policies and practices.
- liaise effectively with parents/ carers and governors.
- Keep in regular contact with other concerned professionals