



Post Title: Receptionist and Administrative Assistant

37 hours a week

8:00am-4.00pm Monday to Thursday; 8.00am-3.30pm Friday

**Dates: Closing date for applications: 14th July 2024
Interviews: TBC**

Starting date: September 2024

Salary: £20,370 to £21,402

42 weeks per annum (Pro rata 39 term time weeks + 3 weeks)

[this equates to an actual FTE salary of £22,314 to £23,445 per annum]

Location: Swanage, Dorset

Contract term: Permanent

We are looking for an adaptable and well-organised Receptionist and Administration Assistant to enhance our existing friendly and experienced office team, supporting the work of the school in all aspects of administration.

The successful candidate would ideally have previous experience of working in a busy school environment and/or be able to clearly evidence relevant transferable skills and abilities from other business areas.

Comfortable working with all the usual Office suite of applications (Word, Excel, Outlook etc), a knowledge of Arbor would be an advantage, but applications are welcomed from all individuals who can demonstrate:

- outstanding interpersonal and communication skills
- a willingness to learn new skills and work as part of a team
- the ability to thrive in a fast-paced working environment prone to constant interruptions.

Candidates should evidence their suitability for this interesting, sometimes challenging, but always rewarding post by clearly highlighting all relevant knowledge and/or experience on their application.

Key tasks will include:

- Welcoming and managing visitors to the school
 - Maintaining the computerised school attendance registers, tracking and providing reports as required
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- Dealing with calls and emails to the school
 - Providing First Aid as required and to be willing to attend training courses needed
 - Liaising with staff, students, parents and all other stakeholders/outside agencies as necessary
 - Dealing with situations of a sensitive/confidential nature
 - Responsible for the preparation, arrangement and collation for sports events and trips
 - All aspects of school administration.

Whilst every effort has been made to explain the main duties and responsibilities in the job description and personal specification of this post, the school requires flexibility and a can-do attitude in all of its employees.

We offer:

- A welcoming and supportive atmosphere
- Eligibility to join Local Government Pension Scheme
- Access to the staff wellbeing service

If this sounds like you, then please apply.

Our application form is available on our website:

www.theswanageschool.co.uk/vacancies

If you have any questions about the school or the role or if you would like to arrange a visit to the school, please contact the Office Manager Jen Heath on:

jenheath@theswanageschool.co.uk or phone 01929 500599

The Swanage School is an Academy with its own terms and conditions that broadly follow National School Conditions.

As an equal opportunity employer, we are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. A DBS check, proof of qualifications and a medical check will be required of the successful applicant.
