

Receptionist

Salary: Grade B1, £10,817.40

25 hours per week, 40 weeks per year.

Monday to Friday - 9am to 2pm

We would like to appoint a Receptionist to work as part of our busy school office. The successful candidate should:

- Have good interpersonal and communication skills.
- Be able to work independently, demonstrating confidentiality and discretion.
- Have a good level of mathematics and English
- Have good ICT skills.
- Be able to work in partnership with other administrative staff and the leadership team
- Be flexible and love working in a very busy school environment.
- Have a sense of humour!

Roles and Responsibilities

- Interacting with teachers and other staff members to answer questions or resolve issues.
- Admin tasks for school events such as parent meetings, and trips.
- Collecting and distributing mail and messages to teachers and staff members.
- Answering phone calls and greeting visitors.
- First aid and administering medicines.
- Manage incoming orders and organise distribution to relevant staff members.
- To undertake routine clerical and administrative support duties as requested.
- Responsible for the record keeping for pupil meals & monitoring that payments are received from parent / carer.
- Pupil information updated on school monitoring database.

Address: Portway Junior School, Upper Drove, Andover SP10 3NA

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