



Whaddon

Church of England School

**Receptionist/Office
Manager**

Information and Application Pack



Whaddon Church of England School Receptionist/Office Administrator *Letter* from the Headteacher

Dear Applicant,

Thank you for your interest in working as part of our administration team at Whaddon Church of England School. This is an exciting opportunity for someone with the right skills, experience and attitudes to be a part of our developing and expanding new school, ensuring that we create an outstanding school for the children and families of our lovely village school.

Our aim is to provide a holistic and meaningful education, enabling all children to flourish. We value our position- at the heart of the local community, and we strive to honour the Christian values as a foundation in all that we do.

Our school is based in the heart of the rural village of Whaddon, on the border of Milton Keynes. The school is inclusive to all and provides an engaging, thought provoking and high quality, broad and balanced curriculum, which is appropriate for children as responsible global citizens of the 21st Century world.

Our school opened in 1811 and we are proud to be the first National School in England. Since then, the school has undergone additions and changes to reflect the growth of the school and the needs of our community. We currently have 56 pupils on our roll with a view to building our numbers to the maximum of 80.

Our website has lots of information about the school. The URL for the school is:

<https://whaddon.eschools.co.uk/web/home/9172>

If you have any further questions, or if you would like to discuss the role further, please do not hesitate to contact Sarah Prior, Headteacher. Please use the office email: office@whaddon.bucks.sch.uk to arrange a visit.

We look forward to hearing from you.

Yours faithfully,

Mrs Sarah Prior
Headteacher

Whaddon Church of England School Receptionist/Office Administrator

Recruitment Advertisement

Location: Whaddon Buckinghamshire
Contract Type: Permanent position
Working Hours: Monday – Friday 08:00 – 3.30, (40 weeks a year - 38 weeks term time, plus 5x INSET days and 1x week during school holiday periods)
Salary: Bucks Pay Range 2 – 3+ per annum, **pro rata** dependent on skills and experience.

About us:

The role

This role is a key role in our small school and will require the successful candidate to work closely with the Headteacher, finance officer and school team (including children and parents) on a daily basis. As well as being a team player, you will need common sense, initiative and a sense of humour.

As an Office manager you will be required to work alongside the Headteacher and finance officer, in order to support the administrative function and smooth running of the school. Providing a welcoming reception point for staff, pupils and visitors, manning the telephone system, dealing with all queries, in the school office and liaising with the external agencies that help our children access what they need to flourish.

The new Office manager will be required to deal with a range of tasks, including SIMS registration, admissions CTF import and export, maintaining and promoting class groups, HR related paperwork, Single Central Record with the headteacher/DSL, accepting deliveries and receipt of goods, managing school mail and other correspondence, as well as performing general office duties such as typing, photocopying and filing. The role will also include some support with the portal to our S4A portal to help children attending our before and after school support clubs, as well as supporting the planning of some school visits and trips with class teachers.

In order to undertake this role you will ideally have had experience working in an office previously and have knowledge of school systems such as SIMS.net, however, training will be provided if necessary. You will be able to communicate effectively with colleagues, suppliers and stakeholders, within an education environment.

How to Apply

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced DBS check and satisfactory references.

If you have any questions, or to discuss the post, please contact Headteacher Mrs Sarah Prior 01908 501719.

Please visit the school website <https://whaddon.eschools.co.uk/web/home/9172>) for further information and an application form.

We ask that all applicants read the information pack carefully and use the application form, from the Buckinghamshire Council website. CVs cannot be accepted as an alternative to the application form.

Closing date: Friday 29th September 2023

Interview date: w/c 2nd October 2023

Whaddon Church of England School

Receptionist/Office manager *Statement of School values and aims*

Values

WISDOM, COMPASSION, ENDURANCE

Aims

To be a **learning community** where:

- Each child is valued, respected and nurtured to harness their potential
- Children are safe, enthusiastic, happy, engaged, polite, and inquisitive learners for life
- Each child makes sustained progress as a result of outstanding, adaptive and inspirational teaching.
- The teaching of skills across reading, writing, communication and mathematics are embedded in foundation subjects and problem solving, self-regulation and resilience underpin each learning opportunity which are honed through outdoor learning and life skills.
- Learning across the entire curriculum is highly valued and each subject and area of learning is treated as significant.
- Relationships are based on mutual respect and compassion and enable trust to be built across our tight-knit learning community.

To be a **Christian community** where:

- Christian values are at the heart of school life.
- There is a strong link with the local Church and the wider village community.
- Spiritual development, as well as cultural, moral and social development, are integral to the learning experience in the school.
- All children and families - those of the Christian faith, those from other faith backgrounds, and those with no faith background - may understand more about our Christian values and faith whilst being free to make their own choices.

To be a **local community** where:

- The school is at the heart of the wider community, served by that community, and serving that community.
- The school is fully inclusive, welcoming all sections of the wider community, including those families who do not have a natural connection to the school, so that all will view the school as an active and open part of the wider community.
- Effective partnerships with other community organisations are formed and have a positive impact on the life of the school.
- Everyone is a learner – providing opportunities for life-long learning.

Whaddon Church of England School Receptionist/Office manager Job

Description

Job Title:	Receptionist/office manager
Work Location:	School Based
Reports to:	Headteacher
Salary Range:	Bucks Pay Range 2 – 3+ (Dependant on skills and experience)
Hours:	Monday to Friday – 08.00 to 3.30p.m.

Job Summary:

The role of the Receptionist/Office manager at Whaddon Church of England School is varied and valued. The Receptionist/office manager will work with the families of our school, businesses involved with our school, local authority agencies- Attendance and Admissions, HR and IT, to provide a support service to the Head Teacher, class teachers, governors, parents, and pupils.

1. Provide a welcoming and professional Reception area for the school, in line with the schools' vision and values.
2. Provide support with pupil Attendance and Admissions data.
3. Prepare the School Attendance, Milk and Meals Registers: daily.
4. Monitor the management of the First Aid resources, maintain supplies, storage of medicines and training records.
5. Prepare Administration of Medicines and support with pupil Health Care Plans and files as requested.
6. Support with all School Educational Visits administration, working alongside the class teacher and Headteacher.
7. To support the administrative work of the Head Teacher wherever possible.

Main Duties and Responsibilities

General Administration

- To provide a high quality, professional service on the school reception, and within the school office team, ensuring all paperwork accurately completed in accordance with school policy and procedure.
- To complete reception duties efficiently and to provide a professional and positive welcome to all visitors, students and staff, ensuring cover at all times in accordance with school security and safeguarding procedures.
- To issue visitor lanyards and ensure all persons signed in/out, in accordance with safeguarding protocols.
- To take receipt of and accurately record deliveries, ensuring deliveries and returns are stored safely and securely and are signed for by the relevant recipient.
- To deal with enquiries, by email, telephone and in person, and to ensure accurate information is passed to the relevant parties in a speedy manner, maintaining confidentiality at all times.
- To maintain a neat and tidy reception area, ensuring school publications and other relevant information readily available for visitors.
- To arrange hospitality for visitors and staff.
- To be responsible for incoming and out-going post and monitor general office email account.
- To maintain email distribution lists and send emails to various 'groups' in line with policy and procedure.
- To liaise with parents, welcoming visitors to the school.
- To deal with all queries to the school office, to take and pass on accurate messages when queries cannot be dealt with. Ensuring confidentiality at all times.
- To provide cover for the school telephones and voicemail services.
- Administer deliveries and receipt of goods.
- Administer school mail and other correspondence,
- To perform general office duties such as creating documents, photocopying, and filing.
- To ensure the school's security policy is rigorously enforced, including administration for visitors.
- To assist in the organisation of school events and parents' meetings
- To assist the Headteacher and cleaner with the management of the Health & Safety requirements of the school, including managing the re-stocking of first aid.

Pupil Data – SIMS / SIMS.NET Systems Parentmail and Wisepay systems

- To be responsible for operation and update of SIMS.NET systems at the School ensuring all pupil data is up to date.
- To print off reports for staff as and when required.
- Support with the administration of the school's attendance and admissions data.
- Administration and storage of essential medicines as and when required.
- Individual Health Care Plan administration.
- School Trip administration through EVOLVE system and Parentmail for payments
- Use of Parentmail system to communicate with parents regarding school events
- Wisepay system management for lunch payments and providing lists for the lunch team.

Admissions and Leavers

- To support the administrative work involved with the termly admissions of pupils to the School.
- Academic year administration, preparing files for new starters and leavers.
- Requesting transfer paperwork for inbound and outbound pupils.

General

- To attend regular weekly meetings with the Headteacher.
- To attend appropriate training sessions for the purposes of maintaining a quality office environment, to understand the needs and legal obligations of schools, and for potentially developing new working practices.
- To appreciate that these training sessions may need to take place on rare occasion out of term time or duty time.
- To maintain stock items for first aid and hospitality needs.
- To assist with the sale of school performance tickets and bookings.
- To communicate effectively and appropriately with other members of staff and visiting guests.
- To help promote the ethos of the School, wherever possible.

In addition to the duties and tasks listed in the job description, the post holder will expected to carry out duties as requested by the Head Teacher, which are reasonable, and without changing the general character of the role or level of responsibility entailed.

Whaddon Church of England School

Receptionist/Office Administrator *Person Specification*

Attributes / Qualities	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ✦ Good basic standard of reading, writing and oral English ✦ Good basic standard of numeracy 	<ul style="list-style-type: none"> ✦ Training in SIMs.net packages ✦ NVQ training in Administration
Experience	<ul style="list-style-type: none"> ✦ Experience of working in an office environment ✦ Experience of administration ✦ Working collaboratively – as part of a team 	<ul style="list-style-type: none"> ✦ Experience of working within an educational environment ✦ Experience of dealing with customers and people of all ages
Professional Development & Training	<ul style="list-style-type: none"> ✦ A desire to develop and extend skills and role, as the school grows in size and capacity. ✦ Commitment to undertake relevant training 	<ul style="list-style-type: none"> ✦ Training in Business Administration
Skills, knowledge & expertise	<ul style="list-style-type: none"> ✦ Good communication skills ✦ Good organisational skills ✦ Ability to prioritise, to act on own initiative and “see things through” ✦ Ability to work constructively as part of a team ✦ Ability to work under pressure ✦ Understanding the importance of health and safety ✦ Ability to follow instruction manuals ✦ Willingness to train for the latest software updates and changes ✦ Management of email files and use of software to improve systems and procedures 	<ul style="list-style-type: none"> ✦ Knowledge of receptionist roles
Personal	<ul style="list-style-type: none"> ✦ Commitment to safeguarding and promoting the welfare of children ✦ Friendly and professional manner ✦ Ability to relate well to wide range of adults and children ✦ Ability to work collaboratively and without supervision ✦ Willingness to contribute positively to the school’s ethos and values ✦ Pride in the appearance of the office environment ✦ Able to promote the school’s Christian values ✦ Willingness to work outside normal hours, if required ✦ High levels of motivation, integrity and loyalty 	<ul style="list-style-type: none"> ✦ Willingness to play an active role in wider school life. ✦ Experience of working in an environment connected with the care of young children.