



## Job Description

### Receptionist and Administrative Assistant

#### Post Details

Salary: £25,185 FTE per annum (£12.265 Pro rata)

Full-time (20.5 hours per week in term time plus 4 weeks, equivalent to 49% FTE)

Contract Type: Permanent

Location: Culham, Oxfordshire

Reporting to: The reception Team leader & HR & School Development Manager

Based at ESUK

#### Europa School UK

Europa School UK specialises in languages and offers multilingual, multicultural education, leading ultimately to the International Baccalaureate Diploma Programme. Our primary school follows a unique bilingual curriculum and in secondary our students follow the International Baccalaureate Middle Years and Diploma Programmes. We are an IB World School and an all-through free school of pupils aged 4 to 19.

#### Job Description

This role is central to the smooth running of the school, combining front office reception duties with a broad range of administrative, pastoral and organisational responsibilities. The post holder will be the first point of contact for visitors, staff, students and parents, ensuring a welcoming, professional and efficient reception service while maintaining school security and safeguarding procedures.

#### Main responsibilities:

##### Front office

- Welcome visitors to the school
- Answering all external telephone calls
- Ensure that visitors, staff and students sign in and out appropriately and that visitors badges are issued and worn
- Dealing with incoming mail and email
- Administer loan of play equipment for break times and frees
- Log all payments in and out of petty cash box
- Take in payments and consent forms for school trips and events
- Administer meetings in school with visitors
- Be the communications hub site for parents, students and staff on phone and email
- Ensure reception is staffed between 8am to 5.30pm, your hours are likely to be between 8 am 4pm



- Assist PTA in their events and requirements

### **First Aid**

- Administer first aid
- Be first aid hub
- Maintain and manage sick bay
- Administer accident reporting:
  - Minor incident forms
  - Staff incident forms
  - Serious accident book - RIDDOR

### **Attendance**

Support the main Attendance Officer in all their registration responsibilities. including:

- Register daily absences before 9.30am, including late arrivals, early departures, medical appointments
- Remind teachers to mark their daily registers
- Follow up unauthorised absences
- Flag up frequent absenteeism and anomalies
- Process future absences as authorised or unauthorised
- Take over doing registration in case of absence

### **Medical**

- Medical record keeping
- Administering medication as required

### **Security and Fire regulations**

- Implement visitor policy - check DBS, ID
- Maintain signing in and out books for visitors and students
- Operate gate opening at front and rear with phone and CCTV
- Administer key fobs, keys, staff badges and visitor badges
- Administer up-to-date fire register sheets
- Enact fire procedures

### **Deliveries/ Post**

- Administer exercise books and diaries
- Receive/ Sign for deliveries
- Administer post

### **Photocopiers**

- Administer photocopiers – breakdowns, servicing and ordering new cartridges

### **Bus lists**

- Assist in the compilation of the bus list reception to Yr 3 pupils during absences of colleagues



### **Trips**

- Select and agree cheapest of three coach quotes
- Help teacher organise venue and trip
- Ensure complete risk assessments are drawn up

### **Photographs**

- Liaise with photography company on dates
- Draw up programme for the three days
- Distribute photos when they arrive, and sort out discrepancies

## **Person Specification**

The successful applicant will

- Be friendly and welcoming
- Have excellent IT skills using a range of programs and be able to adapt to new systems.
- Be highly organised with excellent administrative skills and able to work harmoniously, efficiently and often under pressure.
- Be flexible, with a 'can-do' approach and the ability to work independently.
- Have the ability to prioritise and work accurately with attention to detail.
- Have excellent communication skills, particularly in the drafting of correspondence, formal letters and responding to queries.
- Be able to build effective working relationships and work well as part of a busy team.
- Be willing to administer First Aid, training will be provided as necessary
- Understand the importance of safeguarding and safer recruitment within a school environment.

### **Personal Attributes**

- Well organised and methodical, with a high degree of attention to detail.
- Self-motivated and resourceful; confident approach to work, enthusiastic and able to plan and undertake work with limited direct supervision.
- Willing to be flexible and hands-on; able to thrive in a small team.
- Quick learner
- Demonstrable interest in multilingual education.
- Ability to identify new opportunities for the school and make creative suggestions.

## **For more information**

If you would like further information, please contact: Anna Cole-Morgan (HR Manager)

Email: [applications@europaschool.uk](mailto:applications@europaschool.uk)

Deadline: See Website



Europa School UK, Thame Lane, Abingdon, OX14 3DZ, UK Tel: +44 (0)1235 524060

The important small print:

Due to this post having access to children and/or vulnerable adults, successful candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from taking up a post, as all cases are judged individually according to the nature of the role and information provided. The Europa School UK is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Applicants must be eligible to work in the UK.