

## Job Description and Person Specification

**Job Title** Receptionist & Administrator  
**Employment Status** Permanent, part-time

**Working Pattern** **Role A:** 25 hours per week (Reception, Event and Support administration)  
8.00am to 1.00pm Monday to Friday  
36 weeks per year (term time only)

**Or**

**Role B:** 27.5 hours per week (17.5 hours per week Reception and Support administration, 10 hours per week Co-curricular administration)  
11.00am to 5.00pm Monday to Friday  
(half-hour unpaid lunch daily)  
36 weeks per year (term time only)

Occasional weekend and evening working could be required.

**Annual Salary** £25,074 (A17)  
**Actual Annual Salary** Role A £13,316 including 4.87 weeks of holiday pay  
Role B: £14,647 including 4.87 weeks of holiday pay

King Edward's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to adhere to the School's Safeguarding Policies and Procedures.

**Responsible to:**  
The Headmaster's PA.

**Responsible for:**  
Providing comprehensive administrative and reception support to the Senior School. It combines front-facing responsibilities with a broad range of administrative duties to ensure the smooth day-to-day running of school operations.

**Key Responsibilities:**  
**Administrative Support**

Providing administrative assistance across a wide range of Senior School functions, including:

- 1. Events Administration**  
Supporting the organisation and delivery of a range of school events, including but not necessarily limited to Prizegiving, Carol Service, Founders' Day, Year 11 Prom and Admissions events.
- 2. Co-Curricular Administration**  
Assisting with the coordination of trips, visits, and clubs and offering calendar and database support (this admin support role is overseen by the Educational Visits Co-ordinator).

### **Reception Duties**

1. Ensuring a professional and welcoming reception service for all visitors:
2. Acting as the first point of contact, welcoming and assisting visitors at Nethersole Reception
3. Managing pupil sign-in/out procedures and liaising with Pastoral and relevant Safeguarding Teams where necessary
4. Operating the main switchboard, directing calls and resolving queries from parents and staff
5. Managing incoming and outgoing mail and electronic communications
6. Maintaining a high standard of presentation in the reception area, including refreshments and publications

### **Operational and Administrative Support: other general administrative tasks include**

1. **Box Office Administration:**  
Supporting ticketing and related processes for school events.
2. **Governance Support:**  
Assisting the Clerk to the Governors with administrative tasks.
3. **Communications:**  
Assisting with outbound communications via the School Post system.
4. Providing administrative support to the HR Department, including safeguarding and safer recruitment processes (e.g. ID checks, document collection, interview scheduling)
5. Issuing visitor badges and support interview days and candidate coordination
6. Liaising with Admissions regarding parent tours and tour guides
7. Liaising with the Exams Officer and Invigilation team regarding safe receipt and postage of papers, certificates or other exam related administration
8. Providing reception cover for Pre-Prep and Junior School when required
9. Supporting the organisation of small internal events (e.g. Year 11 Leavers' coffee)
10. Assisting with general administrative tasks as directed by senior staff
11. Ordering flowers, gifts, and annual school materials (e.g. diaries and calendars)
12. Carrying out ad hoc tasks such as:
13. Preparing staff pigeonholes at the start of term
14. Monitoring stationery supplies
15. Managing confidential shredding processes
16. Supporting with pupil supervision as required

### **General Expectations**

1. Demonstrating flexibility and a proactive approach to supporting school operations
2. Maintaining professionalism and discretion at all times
3. Contributing positively to the wider life of the school

The above list is not exhaustive but summarises the key roles to be performed. A willingness to respond supportively to changing circumstances or the changing needs of the School is part of working in a school environment and is expected of the postholder.

### **Staff Pension**

If applicable, you will be automatically enrolled into the King Edward's School, Bath Group Personal Pension Plan with an employer's contribution of 6% of salary, to be matched by a 2% employee contribution.

**Safeguarding**

All staff are in a position of trust and have a duty to keep children and young people safe and to protect them from neglect and physical and emotional harm. This duty is in part exercised through the development of respectful caring and professional relationships between staff, children, and young people. Staff are expected to be familiar with the local child protection arrangements and understand their responsibilities in order to safeguard and protect children and young people.

**DBS Clearance**

All appointments are made subject to satisfactory DBS clearance. The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment.

**Person Specification**

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
5 GCSEs at grade 9 to 4 (A* to C) or equivalent, including English and Mathematics , ideally educated to A level or equivalent	✓	
Excellent literacy and numeracy skills and a sound command of written English	✓	
Have undertaken Safer Recruitment and/or Safeguarding Training		✓
Be First Aid trained		✓
<b>Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working in an administrative and/or customer facing role, within a busy office environment with competing priorities	✓	
Be professional and have a welcoming manner with a wide range of stakeholders	✓	
Proficient in the use of Microsoft Office, e.g. Outlook, Word, Excel etc	✓	
Strong written and verbal communication skills	✓	
Be able to problem-solving skills and ability to remain calm under pressure	✓	
Experience using a switchboard/telephone system	✓	
Experience of working in an education setting		✓
Experience supporting events or logistics		✓
Proficient in the use of SIM's, MIS or other School Information Management Systems		✓
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Be smart and professional in appearance, reliable and punctual	✓	
Excellent communication and interpersonal skills, the ability to deal confidently with a variety of individuals, including senior level management and parents	✓	
Excellent organisational and time management skills, meticulous attention to detail, and be able to prioritise	✓	
Ability to maintain confidentiality and to approach all confidential matters with discretion, sensitivity, and diplomacy	✓	
Be able to demonstrate energy and enthusiasm and have a good sense of humour whilst working under pressure to meet deadlines	✓	



**KING  
EDWARD'S  
SCHOOL  
BATH**

<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Have the ability to act as an ambassador representing the Senior School at Open Days and other key events	✓	
Have the ability to work flexibly and work occasional unsocial hours, e.g. evenings or weekends for which time off in lieu will be given	✓	
Empathy with the aims and purpose of an independent school, and in particular King Edward's School, Bath.	✓	