

# Herne Junior School

## Receptionist and Admin Assistant



**Closing date:** 10/05/2024 at 12:00

**Interview date:** 17/05/2024

**Job Start Date:** As soon as possible

**Contract/Hours:** Permanent

**Salary Type:** Support Staff

**Salary Details:** £ 16,837 pro-rata salary (£23,058 FTE)

**Hours of Work:** 31.5hrs a week, 8:30am to 4pm Mon, Tue, Thur; Fri, 8:30am to 12noon Wed, term-time only.

**Location of Role:** Herne Junior School

## Job/Person Summary

Herne Junior School has a vacancy for a Receptionist and Admin Assistant to join our friendly admin team. We have dynamic, dedicated staff who have high expectations of children and all staff work hard to ensure we provide an environment in which all children can thrive. Our children are enthusiastic, motivated and keen to learn.

We are looking for a friendly, flexible and professional person to join our busy school office team.

The ideal candidate will:

- behave with professionalism, a calm manner and have resilience.
- have excellent communication skills.
- have strong organisational skills
- have flexibility to adapt to the changing workload demands and school challenges.
- have self-motivation and personal drive to complete tasks within the necessary timescales and to a high standard.
- be able to work unsupervised and be a self-starter, proactive with a 'can do' attitude.
- work accurately with an eye for detail and be forward planning.
- have tact and diplomacy in all interpersonal relationships with pupils and colleagues at work.

The primary duties of this position include:

- Answering telephone, dealing with general queries or taking messages where appropriate
- Welcoming visitors to the school
- Sorting post and recording deliveries
- First point of contact for first aid
- Delivering end of day messages

- Recording daily attendance and producing attendance reports and letters as requested
- Recording daily meals and liaising with the kitchen on any changes
- Record and manage Breakfast Club bookings
- Manage Clubs on our MIS system
- Producing reading alert letters and text messages
- Producing reward certificates and recording on MIS
- Manage stock cupboard
- General filing and photocopying

Tours of the school are encouraged and can be arranged through the school office by emailing [admin@hernejunior.com](mailto:admin@hernejunior.com) or calling 01730 263746.

**The contracted hours for the Receptionist and Admin Assistant are 8.30am – 4pm Monday, Tuesday, Thursday, Friday and 8.30am – 12noon, term time only**

## Application Procedure

Tours of the school are warmly welcomed and encouraged. If you would like to arrange one, please telephone 01730 263746 or email [admin@hernejunior.com](mailto:admin@hernejunior.com)

Application packs are available through the school office, please email [admin@hernejunior.com](mailto:admin@hernejunior.com) to request a pack.

Please see our website to find out more about our amazing school! [www.hernejunior.com](http://www.hernejunior.com)

Please submit your completed application to Rebecca Loader, School Business Manager [r.loader@hernejunior.com](mailto:r.loader@hernejunior.com) Safer Recruitment

Herne Junior School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.