

Role Profile: Receptionist/Finance Assistant

Purpose

To be based in the front of house reception, responsible for the general smooth running and administration of the school. To ensure a pleasant and tidy first point of contact for visitors, and deal with queries from parents, students, and staff.

Also, to provide consistent, accurate, efficient, and effective support to the Business Manager and to the Finance Team for the development and operation of the finance functions as directed by the Business Manager.

Main duties and responsibilities:

For Reception:

- General administration duties including formatting and sending correspondence, diary management, and responding to student and teacher enquiries.
- Monitor and follow up student attendance using relevant MIS software.
- Maintain accurate pupil information and files and ensure correlation to hard files.
- To order stock when necessary and ensure that supplies are kept topped up, such as stationery and water orders.
- To support with booking office maintenance repairs, such as printers.
- Act as the school's first aid coordinator.
 - Assist with first aid incidents (training provided).
 - Administer medication.
 - Keep medical records updated, ensuring that medications are clearly labelled and securely stored in the medical room.
 - Keep a record of first aid incidents on the school's medical-tracker system.
- To meet and greet parents and visitors upon arrival.
- Prepare and send out correspondence including school letters using the school's communication system.
- Answer the phones and promptly forward messages.
- Act as a distribution point for reports, external mail, and deliveries.
- To liaise with the site team to ensure reception and communal staff areas are kept tidy and well-stocked.
- Attend events, including Saturday Open Mornings as and when required.

For Finance Support:

- Processing of invoices, checking against orders and goods received notes and ensuring necessary authorisation ready for payment.
- Reviewing the Goods Received Not Invoiced (GNRI) monthly report to assist in posting month end accruals and undertaking various tasks as necessary associated with the report.
- Administering BACS payments from the school's Bank Accounts and submit relevant returns to Head Office.
- Administering credit card payments, reconciliation of monthly statements and submit associated returns to Head Office.
- Assisting with month end procedures and reporting to Head Office.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ Educated to GCSE level with Maths and English at Grades A*-C or equivalent 	<ul style="list-style-type: none"> ▪ First Aid qualification ▪ Customer Service Training
Skills	<ul style="list-style-type: none"> ▪ Confident and professional manner ▪ Excellent organisational, oral and written skills ▪ Ability to plan, organise and prioritise work schedules and be self-motivated to achieve deadlines ▪ The ability to work alone and prioritise own workload ▪ Professional communication skills, able to communicate with a variety of individuals in person, in writing and on the telephone ▪ Flexible and motivated team member 	<ul style="list-style-type: none"> ▪ Previous experience in a similar role, or ability to demonstrate transferable skills ▪ The ability to work efficiently under pressure and as part of a team
Experience	<ul style="list-style-type: none"> ▪ Experience of working in a reception or office administration role ▪ Experience of delivering excellent customer service ▪ Experienced in MS Office, particularly Outlook, Word and Excel 	<ul style="list-style-type: none"> ▪ Previous experience of working in education would be an advantage
Other	<ul style="list-style-type: none"> ▪ Willingness to undertake further training/development opportunities 	

Key Stakeholders:

Internal - SLT, staff, pupils, parents

External - Cognita School Support Centre

Signed: Name (print):

Date: