

WOKINGHAM BOROUGH COUNCIL



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JOB DESCRIPTION

Job Title:	General Administrator and Receptionist	School:	The Ambleside Centre
Reports To:	Admin Leader	Salary:	£26,403-£28,142 (FTE)
Scale:	4	Grade:	7-11
Employment Status: Initially 1 year Fixed Term contract			
Hours of Work: 32.5 – 37.5 hours – hours to be agreed between 8am and 6pm each day. Term Time only plus INSETS plus 3 weeks per year			
Job Purpose: To provide full general administration support to the centre and reception functions.			
Departmental/Team Purpose: Maintained nursery school and children's centre High quality care and education for children 0-5 years and support for families and practitioners who work with them.			
Organisation Chart: Reports to: Head Teacher ↑ Admin Leader ↑ General Administrator			

Summary of Main Contacts.

- Headteacher and nursery staff
- Centre staff
- Governors
- Other professionals
- Children
- Visitors
- Local Authority

Main Tasks

This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required.

1. Act as receptionist, meet visitors to the centre, directing them to the appropriate place, informing relevant people.
2. Undertake day to day administration duties as directed by the line manager, including dealing with day to day correspondence, telephone calls, standard letters, reports, etc.
3. Deal with general enquiries by telephone or in person, taking messages and referring matters which are not of a routine nature to the appropriate person.
4. Process paperwork, in consultation with the Admin Leader, for families of children joining Meadows and Pastures Nurseries. Completing the full process each term, from application to admission.
5. Work alongside and support the Admin Leader and Finance Administrator to carry out and maintain administrative systems
6. Keep accurate records of training/safeguarding updates undertaken by staff.
7. Administer access card system within the building
8. Register children for the nurseries/book tours.
9. Receive, check and record deliveries made to the centre.
10. Organise room bookings as required.
11. Maintain accurate and up to date data on Nursery software systems including Family (fees and nursery bookings) and SIMS (school database)
12. Any other duties that reasonably fall within the purview of the post.

PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Knowledge/Qualifications:

- NVQ Level 2 (administration) or equivalent
- Knowledge of SIMS packages

Skills/Abilities:

- Good general communication skills
- Good telephone manner
- Good organisational skills – able to prioritise workload
- Able to identify customers needs quickly and deal effectively with enquiries
- Tack, diplomacy, confidentiality and sensitivity
- Proficient in MS Word, Excel and Outlook
- Ability to set up and maintain record and filing systems

Experience:

- At least one year experience in a similar environment
- Microsoft Office experience
- Experience of working within a busy, diverse environment

Personal Qualities:

- A flexible approach to work
- A sense of responsibility
- Tact and diplomacy
- Integrity
- Positive
- Open minded

Special Factors:

- **A full Enhanced DBS Disclosure is required.**

