

Job Description:
Pre-Prep School
Administrative
Assistant/Receptionist



The Administrative Assistant/Receptionist is accountable to the Prep School Admin Manager/PA and the Head of the Preparatory School but is also a member of the School administration team. The post holder undertakes duties for the Pre-Preparatory School and will be based at Chessington Lodge.

The Administrative Assistant/Receptionist will assist the Prep School Admin Manager/PA with Prep School administration, enquiries from Prep School parents, pupils and all visitors.

Hours: This is a term time plus two weeks post for 5 days per week 8.30am to 3.30pm with 5 weeks paid holiday pro rata to be taken during school vacations, plus bank holidays.

Primary functions will be to:

1. Assist with the provision of liaison between:

- School and parents
- Staff and parents
- Staff at Glyn House, Chessington Lodge and The Castle

2. Administrative Assistant/Reception duties

- Provide a reception service for all telephone calls and school visitors at Chessington Lodge; receiving enquiries from parents, taking appropriate action and passing to the Prep School Admin Manager/PA if and when required.
- To ensure correct daily pupil movement i.e. late comers, to clubs, to after school care.
- Assist the Prep School Admin Manager/PA with the processing of emails to the Prep School inbox.
- Assist with pupil enquiries, pupil and staff first aid and care of unwell pupils. Contacting of parents if a pupil is unwell.
- Assist with opening and distribution of all incoming mail and post outgoing mail at Chessington Lodge. Retrieve post from the Prep School office and reprographics room at the Senior School each day and distribute as necessary.
- Ordering of all resources and furniture for Pre-Prep School staff from catalogues/online.
- Ordering of office sales (backpacks, book bags, draw string bags, hats etc) and maintaining stock levels.
- Receive and arrange for the distribution of deliveries arriving at Chessington Lodge.
- Assist with the maintenance of stocks of stationery, paper etc at Chessington Lodge.
- Fill photocopy paper cupboard in the corridor as and when required and alert IT to any photocopying machine problems.

- Assist with office sales.
- Assist the Prep School Admin Manager/PA re setting up and archiving of pupil files and maintaining pupil filing and sending pupil files to new schools.
- Liaise with the Site Team regarding maintenance / grounds matters.
- Assist the Prep School Admin Manager/PA at events such as Prize Giving, Open Events and other School events
- Make full use of the School Information System (ISAMS). Training to use the Portal and ISAMs Database will be provided. Telephone parents, sending emails and SMS messages to parents as required by the Prep School Admin Manager/PA.
- Follow up of absent pupils and absence forms from parents on portal.
- Welcome prospective pupils for their taster days and hand over to parents at the end of the school day.
- Liaise with Form Teachers and staff regarding pupil absence and early collection of pupils.
- Liaise with parents regarding sports fixture locations and collection times.
- Ensure Daily Fire List is kept up to date each day regarding pupils on site/off site.
- Undertake specific role in the Chessington Lodge evacuation procedure.
- To assist the Prep School Admin Manager/PA with ParentPay records and administration.
- Book coaches/minibuses as required.
- Assist teaching staff with their photocopying requirements if time allows.
- Update the Chessington Lodge noticeboard on a weekly basis.
- Undertake further administrative assistant duties as deemed reasonable and directed by the Prep School Admin Manager/PA.

3. Other duties:

- To adhere at all times to Safeguarding and Child Protection regulations.
- To be aware and adhere at all times to the school code of conduct and confidentiality.
- To pay due regard to one's own professional development and to engage with the school Appraisal scheme.
- To perform such other duties as may be required by the Head of Prep School and/or Principal.
