



Stoke Newington School
& Sixth Form



Job Pack

**Sixth Form Receptionist &
Administrator**

2022

'We have a culture rooted in high expectations for all, which cultivates a love of learning and ambition,
together with a strong sense of belonging'

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Job advertisement

Sixth Form Receptionist & Administrator

Grade – Scale 4 £24,548 - £25,780

36 hours per week, 39 plus 2 weeks per year,

Term time plus two weeks

We require an outstanding and driven Sixth Form Receptionist & Administrator to support the Sixth Form in this excellent and creative school which has 1600 students and over 200 staff.

The School

This is an exciting time to be working with us. We have an oversubscribed school, a diverse and enthusiastic student intake, a strong mathematics team who are keen to move forward, a newly refurbished building and a senior leadership team who will support you fully in further raising achievement across every Key Stage.

Our school has a great reputation and strong longstanding relationships with the community. During our recent Ofsted inspection (July 2022) the school was recognised as continuing to be a Good school. There were many strengths highlighted in the report including;

“Pupils are proud of the diverse nature and inclusive ethos of their school. Enthusiastic and committed teachers make lessons interesting for pupils”, and “teachers have strong subject knowledge and are passionate about their subjects”

Contacting us

If you feel you can make a positive contribution to our school, please apply online via our website, and download our application form <https://www.stokenewingtonschool.co.uk/jobs>. I look forward to reading your application.

The closing date for receipt of applications is midday Friday 9th December 2022. Interviews to take place the following week.

If you are interested in joining our team please apply via <https://www.tes.com/jobs/employer/stoke-newington-school-and-sixth-form-1050384> alternatively you can download an application pack from our website www.sns.hackney.sch.uk/jobs , name your application file with your full name and the role you're applying for and submit to recruitment@sns.hackney.sch.uk.

*We are an equal opportunities employer committed to ensuring diversity in our workforce.
As employers we committed to the safeguarding and wellbeing of all students, an enhanced DBS check is a requirement for all staff.*



Stoke Newington School
& Sixth Form

Job advertisement

Job title	Sixth Form Receptionist & Administrator
Directorate:	Stoke Newington School & Sixth Form
Reporting to:	Sixth Form Administrator
Grade:	Scale 4, Term Time Plus Two Weeks

Purpose of this post:

- To manage an efficient reception service for the school, dealing with all callers, both on the telephone and in person, promptly and courteously.
- To provide administrative support to the school.
- To support the sixth form administrator on the admin aspect of the sixth form absence policy system for the senior leadership team.

Main duties and responsibilities

- Manage all incoming calls, both internal and external, redirecting/taking messages as necessary and acting on instructions received. To relay messages to staff and pupils and support with general day to day queries
- To receive all visitors and ensure they sign in and out in accordance with the school's procedures.
- To liaise with the school health service, external agencies and parents including Emergency Services, Education Social Work, Speech Therapy and other services coming in to school.
- To be the main point of contact for dealing with student and parent queries.
- To liaise and report any technical problems to the FM team regarding security to the school.
- Providing clerical support to the school's administrative function, particularly for Heads of Year. To word process school documents, photocopying and scanning

- To support the School Attendance Manager and to provide back up support to the Office Manager in administering the school cashless catering system including dealing with parent and student queries and printing cards.
- To support with the maintenance of student records on computer, change of details and linking documents
- To provide assistance with other information databases during the busiest times of the year, including the enrolment process into sixth form.
- To be the main point of contact for emergency support and manage and produce the reports
- To be one of the main First Aiders. Ensure policy has been followed with recording and follow up.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Sixth form administrator.

General Requirements

- To participate in a programme of self / professional development to ensure skills, knowledge and understanding are added to and kept up to date.
- The post holder must at all times carry out his/her responsibilities with due regard to Hackney Education's policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with Hackney Education's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Person Specifications

Qualifications	Essential	Desirable
NVQ level 2 in Business Administration or equivalent qualification in related area or equivalent experience.		✓
Experience		
Experience of providing direct customer care using a variety of methods, this must include communication of information.	✓	
Experience of using Email / Internet.	✓	
Experience with the School Management and Financial Management Systems and accurate entry of data.		✓
Experience of working with the general public.	✓	
Experience of clerical work in a similar environment.	✓	
Experience of the clerical function in a school office.		✓
Knowledge		
Working knowledge of IT packages, including Microsoft Word, Excel and desktop publishing software.	✓	
Skills		
Excellent telephone manner.	✓	
Have good interpersonal skills and be able to communicate effectively verbally and in writing with a variety of visitors, students, parents and staff	✓	
Ability to work as an effective team member.	✓	
Ability to convey straightforward information, orally and in writing, to colleagues, pupils, parents etc.	✓	
Ability to convey information clearly and accurately.	✓	
Ability to maintain accurate records and filing systems.	✓	
Ability to work in an organised and methodical manner.	✓	
Ability to develop good relations with staff and pupils and the wider school community.	✓	
Fast and accurate keyboard skills.	✓	
Effective in the face of difficult situations and pressure.	✓	
Ability to handle people at a variety of levels with politeness, sensitivity, tact and the need to respect confidentiality.	✓	

