

## JOB DESCRIPTION

<p style="text-align: center;"><b>Receptionist/ Administrative Assistant</b></p> <p style="text-align: center;"><b>Eastwood</b></p>
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Responsible to: Federation Business Leader

Accountable to: Federation Business Leader

Responsible for: No staff management responsibility

### Purpose of Job

Under the direction or instruction of senior staff, the Receptionist will provide routine general reception duties (being the first point of contact to the nursery), administrative and financial support to the Nursery. The Receptionist will contribute to the overall ethos, work and aims of Eastwood, and participate in training and other learning activities as required.

### Tasks

- Undertake reception duties including answering the telephone and face to face enquiries
- Signing in visitors/contractors and providing them with basic safeguarding information/evacuation procedures and provision of Visitor's badges, checking and copying identification and adding details to the single central record where appropriate
- Manages the reception area, greeting parents and visitors entering and leaving the nursery
- Taking in and dealing with deliveries efficiently, ticking back and confirming goods received
- Assist with children's first aid and welfare duties, looking after sick children if appropriate, liaising with parents/staff etc., in the event of any accident/incident
- Assisting with arrangements for visits by external agencies/ professionals/ stakeholders

### Administration

- Provide routine administrative support e.g., photocopying, filing, emailing, completing routine forms, preparing starter packs for new starters, monitoring the admin inbox, and taking and passing on messages

## EASTWOOD NURSERY SCHOOL CENTRE FOR CHILDREN AND FAMILIES

- Maintain manual and computerised records using a variety of IT packages, including the Nursery's Information Management System (e.g., Arbor, Access, CPOMS, Insight)
- Undertake typing, word-processing and other IT based tasks
- Sort and distribute mail
- Undertake routine administrative processes and procedures e.g., provision of attendance and nursery meal registers, updating and inputting attendance data onto computerised systems

### Resources

- Operate office equipment e.g., PC/Laptop, photocopier, scanner etc.
- Arrange orderly and secure storage of supplies
- Regularly check and order office, nursery and cleaning supplies
- Undertake routine financial administration e.g., collect dinner money, fundraising income

### Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop
- Contribute to the overall ethos, work and aims of Eastwood Nursery and the Federation
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Accompany staff and children on visits, trips and other off-site activities as required.

## Safeguarding

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- To be fully aware of the principles of safeguarding as they apply to children in relation to the worker's role
- To ensure that your line manager is made aware and kept fully informed of any concerns which you may have in relation to safeguarding and/or child protection.

This job description sets out the main duties such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations may occur and cannot of themselves justify a re-grading of the post.

**Person Specification**

<p><b>Receptionist – Eastwood Nursery</b></p>
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	<b>Essential</b>
<b>Previous Experience</b>	
General administrative work	<b>x</b>
<b>Qualifications</b>	
NVQ Level 1 or equivalent qualification or experience in relevant field	<b>x</b>
<b>Skills &amp; Competencies</b>	
Good understanding and ability to use relevant technology e.g., photocopier, PC	<b>x</b>
Excellent keyboard/computer skills	<b>x</b>
Very good numeracy and literacy skills	<b>x</b>
Commitment to working in an anti-discriminatory environment	<b>x</b>
<b>Personal Attributes</b>	
To be able to relate will to children and adults including parents, colleagues, external professionals, contractors	<b>X</b>
Committed to continuing professional development.	<b>X</b>
A team player	<b>x</b>
Knowledge and understanding of child protection issues.	<b>X</b>
Previous School-based experience	<b>Desirable</b>