

Job Description



Job Title: Receptionist with Admin Responsibilities	Department: Admin Department at Sheringham Nursery School and Children's Centre
Grade: Scale 3	Date last updated: 28/02/2025
EQUALITY AND DIVERSITY	
We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.	

Overall Purpose of Job

To work within the administration team providing admin/clerical support to the school and children's centre.

To be able to relate appropriately to a wide range of stakeholders

Job Context

Key Tasks and Accountabilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. To carry out Receptionist duties, providing information to all stakeholders as appropriate.
 2. Dealing with written and verbal enquiries from members of the public, families, staff and other outside agencies.
 3. To pass on communications to members of staff, particularly instructions, messages and requests for information.
 4. To deal with telephone enquiries from members of the public and families.
 5. To assist with general clerical duties, such as filing, as and when appropriate.
 6. To assist parents/families complete admission and other educational forms as necessary.
 7. To complete data entry tasks as required
 8. To use the school's MIS System Bromcom
 9. To assist booking sessions using waiting lists for the Children's Centre
 10. Other duties, within the competence of the postholder, that may be requested reasonably from time to time.
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Person Specification

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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
EQUALITY AND DIVERSITY	
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KNOWLEDGE: The ability to undertake a wide range of administrative tasks using set procedures.	Application Form/Interview/Certificate/Test
QUALIFICATIONS: A sound knowledge of literacy, numeracy and IT skills.	Application Form/ Interview/ Certificate/Test
EXPERIENCE: Working in a school/children's centre environment	Application Form/ Interview/ Certificate/Test
SKILLS AND ABILITIES: Ability to communicate effectively with staff, parents and children, with a high level of interpersonal skill and confidence. A positive approach is essential. Ability to organise and prioritise workload after supervisory input. A sound standard of literacy and numeracy skills. Flexibility of work habits will be essential, with the ability to work to demanding deadlines and manage stressful workloads for short periods.	Application Form/ Interview/ Certificate/Test (Interview). (Application Form/Interview). (Application Form/Interview). (Application Form/Interview).

PERSONAL STYLE AND**BEHAVIOUR:**

Ability to communicate effectively with staff, parents and children with a good standard of interpersonal skills and confidence.

A positive approach is essential.

Application Form/ Interview/ Certificate/Test