**JOB DESCRIPTION: RECEPTIONIST & ADMIN SUPPORT**

Qualifications required:

* Educated to Diploma level or 5+ years relevant experience. Connect knowledge not essential as basic training will be provided
* DBS check dependent
* Social Media understanding and knowledge of how to produce basic promotional material such as posters and flyers an advantage
* Salary will be reviewed in the next financial year and performance based.

|  |  |
| --- | --- |
| Job title | Receptionist and Admin Support |
| Hours | Wednesday 8.30 or 9.30am – 6.30pm Friday 8.30 or 9.30am – 6.30pm16 – 18 hours a week |
| Reporting to | The Business Manager |
| Key responsibilities | * Reception duties of answer phone and doors and answering queries raised or escalating to the relevant person, and issuing swipe cards payment where required
* Obtain quotes and do various Admin tasks and research for the Business Manager
* To be accountable for ensuring the St George’s Website is constantly up to date and accurate
* Responsible for maintaining the St George’s Social Media Presence (Facebook page, Twitter etc.)
* Drafting of Communications for both Parents and Staff for approval by the Business Manager
* Creation of promotional materials such as Posters/Flyers for internal and external events for approval by the Business Manager
* Obtain a working knowledge of Connect Database in order to redirect queries
* To assist with driving forward St George’s business strategy
* To work with the Management team in establishing the fundraising events schedules and then participating in the planning and organising of the events.

**Other**:* Work closely with the Management team of St George’s and ensure that ‘the job gets done’.
* Participate in Fundraising Events for St George’s.
 |
| General | You will be keen for self-development and potential to grow professionally |