**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.

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| Job title | Receptionist and Admin Support |
| Hours | Wednesday 8.30 or 9.30am – 6.30pm  Friday 8.30 or 9.30am – 6.30pm  16 – 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 |