



CAMBRIDGE
INTERNATIONAL SCHOOL

Receptionist & Administrative Assistant

Role Description

Purpose of the role:

A Receptionist & Administrative Assistant acts as the first point of contact for all students, staff and visitors of the school. He/she is responsible for the effective operation of all reception functions and undertakes other appropriate administrative duties to support the activities of the School.

Duties and responsibilities:

- Provide an efficient, professional and friendly reception service for the School (dealing with telephone, email, and face-to-face enquiries), ensuring consistency of approach and high-quality customer focused service.
- Ensure the security of the School through scrutiny of all visitors, checking IDs of unknown visitors and ensuring they are recorded into the visitor's book and issued a badge. Ensure that relevant Health and Safety and Child Protection documentation is completed by visitors. Get to know staff, parents and regular visitors in order to provide necessary individual service.
- Create and maintain lists of persons entitled to remove students from school and ensure that there is no variation from such a list. Manage processes for students arriving at or leaving school as groups.
- Create and maintain student attendance registers, ensuring all arrivals and departures from the school are recorded and that any early departure of students is permitted only upon presentation of an appropriate letter/ permission slip. Provide accurate data and registers in case of Fire Safety or other evacuation procedures
- Receive and distribute incoming correspondence, including emails to relevant staff.
- Undertake photocopying, scanning, retyping of documents for academic and administrative activities.
- In cooperation with second Receptionist ensure that the Reception is continuously managed during school hours (7:30 to 17:30) and on occasion during evening or weekend events and during holidays or school closures as necessary.
- Direct students, parents and visitors with specific enquiries to the relevant member of staff. Ensure that queries, issues or suggestions are passed on promptly through the right channels to ensure quick solutions to problems.

- Provide students, parents and school staff with relevant information regarding school activities.
- Undertake travel bookings for students as directed.
- Arrange health insurance for students going on trips abroad.
- Complete and manage forms in accordance with school procedures.
- Maintain an efficient filing system (including archive of student records).
- Manage the allocation and maintenance of student lockers.
- Employee and student ID card administration.
- Provide first aid assistance and deal with emergency situations if required.
- Adhere to stated policies and procedures relating to health and safety and care of equipment and materials for which the role has responsibility.
- Maintain a tidy, pleasant and attractive Reception area, and make suggestions for improvements to customer service and environment.
- Perform any other duties as required regularly or occasionally, to ensure the smooth running of reception.

Requirements:

- Experience within a school or related sector is highly desirable, but not essential.
- Strong organisational and coordination skills.
- Professional personal presentation and communication skills both in English and Slovak language.
- Customer service orientation and attention to detail.
- Information management.
- A team player who is willing to take initiative, share knowledge and assistance as well as being open to learning and applying new skills/knowledge.
- Works well under pressure and is able to handle multiple tasks effectively.
- High level of accountability and reliability.

We offer:

- Excellent working environment and conditions in a friendly team and highly progressive school.
- Future career progression in a highly successful and growing educational group.
- Employee professional development (trainings, courses, conferences etc. paid by CIS).
- Multisport card.
- Healthy and highly subsidized lunches in school canteen.

Start date:

ASAP