



St Bernard's Preparatory School

Job Description – April 2026

Title:	Receptionist and Administration Assistant (Full Time)
Summary of the Role:	The Receptionist & Administrative Assistant serves as the first point of contact for children, parents, staff and visitors. The role requires a calm, capable and personable individual who can manage a busy front office while maintaining impeccable administrative standards.
Hours of Work:	Monday to Friday 08.00-17.00/09.00-18.00 Term Time Only (for support staff inset days to be worked and 2 weeks during the year).
Line Manager:	Office Manager

Welcome from the School

St Bernard's Preparatory School is a thriving, nurturing and academically ambitious Catholic independent school. We are proud of our warm community, high standards and strong pastoral care.

We are seeking to appoint an exceptional Receptionist & Administrative Assistant to join our professional and dedicated team. This is a pivotal role within the School and offers the opportunity to contribute meaningfully to the daily life and smooth operation of our School community.

The successful candidate will be highly organised, welcoming and proactive, embodying the professionalism and care that define St Bernard's Prep School.

Responsibilities

This job description outlines the current duties and objectives of the role. It is not an exhaustive list of tasks and may be reviewed and amended to reflect changing priorities and operational needs. The postholder may be required to undertake other reasonable duties as directed by the Office Manager, Bursar, or Head.

Receptionist

- Act as the welcoming face and voice of the School.
- Manage the main school switchboard, answering and directing telephone calls promptly and professionally.

- Monitor and respond to all general email enquiries, including the *info@* inbox.
- Send school communications via ParentMail as directed.
- Manage incoming and outgoing school post.
- Oversee childrens' absence procedures and maintain accurate records, including:
 - Processing absence forms
 - Updating SIMS records
 - Monitoring daily absences via Studybugs
 - Notifying relevant staff
- Welcome children, parents, and visitors to the school in a professional and friendly manner, including:
 - Ensuring all visitors follow safeguarding and sign-in procedures in line with statutory requirements.
 - Managing late arrivals and early collections in accordance with protocols
 - Escorting late pupils to classrooms
 - Collecting pupils from classrooms for early departure
 - Delivering items brought in by parents to classrooms
- Assist with internal event organisation as required
- Provide First Aid cover when required, including:
 - Management of children's medication
 - Recording head bumps and injuries via Smartlog
 - Contacting parents where necessary & liaising with lead First Aider if needed
- Complete/assist statutory school census returns.
- Undertake general administrative duties to support the Office Manager, Bursar and Head.

Administration

- Provide support for after-school clubs where required
- Assist with school trips, including preparing and distributing up-to-date contact, dietary, and medical information for staff.
- InVentry
 - Manage sign-in and sign-out procedures for staff and pupils.
 - Set up and manage trips, groups & visitors
- Music
 - Liaise with peripatetic music teachers regarding new children and scheduling as required
- ParentMail
 - Maintain groups and ensure all user accounts are correct
 - Send communications as required
 - Provide support to parents and staff with queries
- Medical and Allergy records
 - Ensure all children have completed an allergy form where required
 - Update photo boards, SIMS and teachers records
 - Ensure all information is accurate before the first day of term or any child's first day if starting part way through a term.
 - Monitor medication expiry dates and contact parents to obtain replacements where necessary
 - Use Smartlog to record all medication and usage
- Receive deliveries and liaise with the Site Manager as required

- School photographs
 - Organise school photography sessions
 - Update SIMS records accordingly
 - General administration
 - Undertake general administrative duties to support the smooth running of the school office

Professional Expectations

The postholder will:

- Maintain the highest standards of confidentiality and discretion.
- Uphold the Catholic ethos and values of the School.
- Demonstrate a child-centred approach at all times.
- Adhere fully to safeguarding, data protection and compliance requirements.
- Contribute positively to the wider life of the School community.

Person Specification

We are seeking a candidate who combines administrative excellence with warmth, discretion and professionalism.

Qualifications & Training

Essential

- A minimum of A Level qualifications (or equivalent).
- Strong evidence of literacy and numeracy competence.
- Commitment to ongoing professional development.

Desirable

- Qualification in Business Administration or Office Management.
 - First Aid qualification (or willingness to undertake training) is mandatory for the role.
 - Recent safeguarding or data protection training.
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Experience

Essential

- At least two years' experience in a busy administrative or front-facing role.
- Experience maintaining accurate records and handling confidential information.
- Experience managing competing priorities effectively.

Desirable

- Experience working within an independent or maintained school.
 - Experience using SIMS, ParentMail, InVentry or similar systems.
 - Experience supporting school trips or events.
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Skills & Competencies

Essential

- Excellent written and verbal communication skills.
- Professional and confident telephone manner.
- Strong organisational skills and attention to detail.
- Proficiency in Microsoft Office (Word, Excel, Outlook).
- Ability to work independently and collaboratively.
- Calm and measured approach under pressure.
- High levels of integrity, discretion and reliability.

Desirable

- Advanced Excel or data management capability.
 - Experience drafting communications to parents.
 - Ability to identify and improve administrative processes.
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Knowledge & Compliance

Essential

- Understanding of the importance of safeguarding in a school environment.
- Commitment to maintaining confidentiality and data protection standards.
- Awareness of professional boundaries within a school setting.

Desirable

- Familiarity with ISI regulatory expectations.
 - Working knowledge of school administrative compliance procedures.
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Personal Qualities

The successful candidate will:

- Demonstrate warmth and approachability while maintaining professional boundaries.
 - Be highly organised and solution-focused.
 - Show initiative and a proactive mindset.
 - Be committed to contributing to the wider life of St Bernard's Prep.
 - Support and uphold the Catholic ethos of the School.
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Safeguarding & Compliance

St Bernard's Preparatory School is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment.

The successful applicant will be subject to:

- Enhanced DBS clearance
- Barred list check
- Verification of identity and qualifications
- Right to work check
- Online search in line with Keeping Children Safe in Education
- Receipt of satisfactory references prior to appointment

This post is exempt from the Rehabilitation of Offenders Act 1974.

What We Offer

- A supportive and collegiate working environment
 - A strong sense of community and shared purpose
 - Opportunities for professional development
 - The opportunity to work within a high-performing independent preparatory school
 - Pension scheme
 - Employee assistance programme & GP24 service
 - Lunch term time
 - Car parking on site
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Application Process

To apply, please complete the School's application form which can be found on the school's website and return it to office@stbernardsprep.org

Closing Date: Friday 13th March 2026

Interview Date: w/c Monday 16th March 2026

We reserve the right to interview and appoint prior to the closing date