

Leicester Islamic Academy

School Receptionist / Administrator

Leicester Islamic Academy are currently looking for a school Receptionist / Administrator.

You will play a vital role in creating a warm and welcoming atmosphere for children, parents, and staff.

Your friendly manner and excellent communication skills will be essential in building positive relationships with families, ensuring that they feel valued and supported throughout their child's educational journey.

Responsibilities:

- Greeting visitors, parents, and children with a warm and friendly attitude, creating a positive first impression of the school and the school's ethos.
- Answering telephone calls and responding to enquiries in a professional and efficient manner
- Managing school correspondence, including sorting and distributing mail - Maintaining accurate student attendance records and assist with the sign-in and sign-out process - Providing administrative support.
- Maintaining an organised reception area, ensuring a safe and welcoming environment for all - Coordinating school trips and collating payments
- Dealing with school admissions Requirements: - Previous experience in a receptionist or administrative role within a school environment is essential
- Exceptional interpersonal and communication skills
- Strong organisational abilities and attention to detail
- Proficient computer skills, including Microsoft Word / Excel & Outlook - Knowledge of using SIMS.
- Ability to multitask and prioritise tasks effectively in a fast-paced environment.
- A friendly and approachable personality, with a passion for working with children and families.

Job Types: Full-time

Salary: £12.71per hour

Schedule:

- Monday to Friday

Work Location: In person