



CHISWICK HOUSE SCHOOL

Due to further growth, Chiswick House School is currently looking for a motivated, committed, presentable and independent individual who will be the first point of contact for our company.

We are accepting applications from candidates to fill in the post, with immediate effect, of:

### **Front Desk Administrator (casual hours)**

#### **Main duties and responsibilities:**

The Front Desk Administrator's duties and responsibilities are to ensure the front desk welcomes guests positively and executes all administrative tasks to the highest quality standards.

The Front Desk Administrator is expected to:

- Greet and welcome pupils, parents and visitors as soon as they arrive at the school;
- Ensure that visitors are checked before entering the premises;
- The Front Office Administrator must ask for the nature of the visit and advise respective staff members of the visitor's presence within the school;
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges);
- Direct visitors to the appropriate person and office;
- Answer, screen and forward incoming phone calls;
- Ensure reception area is tidy and presentable at all times;
- Close Reception doors when leaving the post and ensure that no money is left unattended. When in office, cash/ cheques should be stowed away in a safe, locked place;
- Provide basic and accurate information in-person and via phone/email;
- Receive, sort and distribute daily mail/deliveries;

- Supervise pupils who are awaiting their parents and not allow such pupils to be left unsupervised;
- Collect information from teachers and fill in transport sheets (absent pupils) on a daily basis in a timely manner;
- Liaise with the Finance Team re: receipting of fees and any other income received for any service provided by CHS;
- Assist in other clerical duties as instructed by the CHS Senior Leaders/ Senior Middle Leaders.

**The successful candidate should:**

- Have a Post-secondary education
- Have good knowledge of office management systems and procedures
- Have excellent time management skills and ability to multi-task and prioritise work
- Have strong organisational and planning skills
- Be methodical and well-organised
- Be highly dependable and trustworthy and maintain confidentiality
- Be proficient in MS Office (MS Excel, Word, PowerPoint)
- Have problem-solving skills and attention to detail
- Have excellent written and verbal communication skills
- Have strong organizational skills with the ability to multi-task
- Be flexible and adopt to the school needs even at short notice
- Additional qualifications and courses in the field will be considered an asset

Interested candidates are invited to send their CV and Cover Letter to [hr@smc.edu.mt](mailto:hr@smc.edu.mt) by no later than 18<sup>th</sup> November 2022.