

## Manchester Muslim Preparatory School

**Post:** Front Office /Receptionist  
**Status:** Full Time / Part-time (8.30am -5.00pm)  
**Starting:** June 2019  
**Closing date applications:** Friday 7<sup>th</sup> June

- **Immediate start, permanent (whole year 52 weeks) incl. school holidays**
- **Very friendly independent primary school based in the heart of Manchester**

Manchester Muslim Preparatory School is a good school with an outstanding provision for personal development, behaviour and welfare (Ofsted 2018).

This is a great opportunity for someone who has office admin experience or looking to develop their skills further within a primary school reception office.

You will be responsible for general administration, assisting in the delivery of a high level customer service to parents, clients and visitors and working with others in a team to ensure that high administrative standards are met at all times.

Your work will be focused on answering a variety of telephone queries, updating records on a database (SIMS), photocopying, sending correspondence via all platforms to parents, staff and the community, compliance to health and safety standards, collecting, analysing and disseminating information to all concerned, preparing reports, and demonstrating an ease at working under pressure to strict deadlines to complete tasks on time.

We are looking for a receptionist with previous experience to assist the team on a permanent basis going forward after completion of a satisfactory probationary period. This is will be a busy and demanding role.

The role:

- Meet and greet guests to the building
- Manage the telephones
- Book coaches
- Maintain Reception area
- Update and maintain information held within SIMS, certify that when updating records on databases that the information you are entering is up to date and accurate.
- Develop and continually improve systems by embedding a customer service central to the faith Ethos of the school, where all team members consider the impact on parents, clients and visitors
- Delivering quality administrative outputs to prevent rework and ensuring compliance to the administration of internal processes
- Work with others to support the smooth running of the office and develop a culture of operational responsibility

- Where gaps are identified you will report to your direct line manager where appropriate or use your initiative to take personal ownership to improve processes.

### **Essential**

- Exceptional customer service/engagement.
- Proven administrative / analytical skills.
- Experience of delivering continuous improvement.
- Excellent communication skills.
- Higher level of competency of MS office skills

### **Desirable**

- SIMs- System Information Management experience.

**Salary:** £16,010 - £16,790

### **Safeguarding Recruitment Statement:**

Manchester Muslim Preparatory School is required to comply with a well-established pre-employment vetting process for all prospective employees and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

MMPS checks require prospective employees meet the following requirements;

- Provide eligibility to work in the UK and identity documentation
- Complete a satisfactory 3 year employment history check
- Completion of a satisfactory Enhanced Disclosure and Barring Service (DBS) check

**Closing date:** Friday 7<sup>th</sup> June, late applications will not be accepted. We retain the right to close the advert before the listed closing date based on application volumes.

Email your completed applications and/or enquiries to:  
[d.ghafori@muslimprepschool.co.uk](mailto:d.ghafori@muslimprepschool.co.uk) / 0161 445 5452