

## RECRUITMENT SUMMARY

Job Title	Receptionist & Administration Officer
Department	Administration
Line Manager	Administration Supervisor
Start Date	Aug 2021
Position Type	New
Staff Type	Local
Salary Range	RMB 60,000 - 84,000 per annum dependent on experience

## OVERVIEW

LEH International School Foshan is open to students aged between 10 and 18. Its parent school, Lady Eleanor Holles School in Hampton, London was established in 1710 and consistently achieves outstanding academic results. In 2020, 96% of the students achieved grades A\*-B at A Level and 95% grades A\*-A (levels 9-7) at GCSE. Over 10% of the students attained a place at either Cambridge or Oxford University.

LEH International School Foshan follows the footsteps of its parent school in providing an holistic British education to young people with a particular focus on their pastoral care. The students also have the option of weekly or termly boarding to take advantage of the School's extensive facilities.

This is an exciting time for a highly motivated professional with excellent eye-for-detail and process-driven to join the LEHF operation team. The post-holder will have opportunities to learn and make a significant contribution to the future success of the School.

## THE POST

### I. Background

The Receptionist is the first point of contact for the visitors to our school. Making clients and visitors to the site feel welcome, answering their questions and passing them to the correct department is the primary work.

### II. Job Responsibilities

- Representing the school with a positive attitude and professional appearance;
- Contact host when visitors arrive, issue security pass, ensure visitors sign and understand our safeguarding policy, and ensure visitors are accompanied around the secure areas of the School;



- Answerphone calls, letters, and emails and/or direct these communications to the correct department/staff person in a timely manner;
- Maintain the reception area in an orderly tidy condition, liaising with House Keeping as necessary;
- Assist with the planning, scheduling, and supporting of events, including meetings, conferences, orientations, and training sessions.
- Be vigilant about front door security and reporting any suspicious activity to Security;
- Collect, organise, and store administrative information using computers and filing systems;
- Perform any other tasks as reasonably requested by the PA to the Head Master, the Director of Finance & Operations and the Head Master.

### III. Requirements

*LEH International School, Foshan is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS), International Child Protection Certificate (ICPC) or equivalent.*

#### Essential:

- College graduate or above;
- Hands-on experience in MS Office Outlook, Word, and Excel;
- Excellent attention-to-detail;
- Ability to plan for and keep track of multiple tasks and deadlines;
- Collaborative team worker;
- Fluent in English (essential), Mandarin (essential) and Cantonese (preferable).

#### Preferred:

- Experience in a high-quality customer service environment, able to manage multiple tasks at the same time;
- Experience in a multi-national company or an education environment.

Please send your CV to the School's HR Manager, Ms Vivian Lin at [vivian.lin@leh-foshan.cn](mailto:vivian.lin@leh-foshan.cn) if you are interested in this post.