

Job Description

Post Title:	Receptionist and Administrator
Location:	George Spencer Academy
Salary/Pay Range:	NJC03-06
Hours of work:	Part Time, 15 hours per week (over 2 days)
Reporting to:	Office Manager and Operations Manager

Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.

Main Duties and Responsibilities

Specific responsibilities include:

Reception:

- To receive and welcome all visitors to the school in a friendly and professional manner.
- Process ID checks for all visitors in accordance with the Trust safeguarding procedures ensuring that everyone is signed in and out and wearing appropriate identification.
- To seek to ensure the safety and welfare of pupils by being aware of unexpected visitors and reporting to senior management team any concerns.
- To ensure that all queries, either in person or by telephone are dealt with efficiently and appropriately.
- To keep display material up to date in the office and reception area, including parent packs, standard forms etc, and replenish as necessary to ensure the smooth running of the office.
- To operate the school gates in accordance with the Trust safeguarding procedures.
- In the event of a fire or fire drill, assist with printing the Fire registers and providing them to SLT in a timely manner.

Administration:

- Be responsible for stock and stationery.
- To check the info@ inbox and forwarding messages to appropriate staff.
- Receipt and distribution of incoming mail and internal mail to assist effective communications within the school. Postage of outgoing mail.
- Carry out Administration duties as directed by the Principal, Operations Manager, Office Manager and Senior Leadership Team.
- Operate and maintain relevant equipment and ICT software packages eg; Arbor, Word, Excel, Email.
- Fire Warden to follow school procedures in event of an emergency.

- Operate reprographic equipment in order to provide an efficient service in accordance with school policy and arrange servicing when required.
- To undertake any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
- To support with the schools Duty Manager system through the phone system in place.

Additional Information:

- Engage in promoting the values and acting as a role model for George Spencer Academy and the Spencer Academies Trust.
- To work collaboratively with the Trust Central team and follow Trust policies and procedures.
- To work flexibly and outside normal core hours when required.
- Respect confidentiality at all times.
- Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
- Comply with the principles and requirements of the General Data Protection Regulation and the Data protection Act 2018 in relation to the management of the school's records and information.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

These above-mentioned duties are neither exclusive nor exhaustive, the post-holder may be required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name

Signature

Date

Person Specification

	Essential	Desirable
Qualifications and experience		
<ul style="list-style-type: none"> • Good standard of education especially with regard to literacy and numeracy skills. • GCSE Maths and English grade C or equivalent • Experience of working in a busy office • General reception, clerical and administration • Previous experience in an educational environment 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓
Knowledge and skills		
<ul style="list-style-type: none"> • Ability to work calmly under pressure • Ability to communicate clearly orally and in writing • Ability to work collaboratively with others • Ability to work within school based systems and specified timelines • Working knowledge of a range of administration procedures • Ability to proficiently use office computer software including word processing, spreadsheets, databases and internet systems • Arbor management information system • Academy procedures 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓
Personal qualities		
<ul style="list-style-type: none"> • Excellent interpersonal skills with the ability to maintain strict confidentiality • Initiative and ability to prioritise own work and that of others to meet deadlines • Efficient and meticulous in organisation • Able to follow direction and work in collaboration with the leadership team • Able to work flexibly, adopt a hands-on approach and respond to unplanned situations • Ability to evaluate own development needs and those of others and to address them • Commitment to the highest standards of child protection and safeguarding • Recognition of the importance of personal responsibility for health and safety • Commitment to the Trust's ethos, aims and whole community. 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	