

## Job Description

Job Title	Administrative Assistant and Receptionist (Casual)
Grade and Salary Range	Grade 6, SCP 8-13
Hours	Casual
Contract Type	Part-time, Permanent
Reporting To	Office Manager
Additional Information	The successful candidate will be engaging in regulated activity, working regularly in a location where the work gives an opportunity for contact with children. An Enhanced DBS will be required.

### Key Responsibilities

Under the instruction/guidance of senior staff: provide general administrative/financial support to the school.

### General Administration

- To undertake administrative and clerical support duties and work closely with colleagues across the Academy. You will need excellent ICT skills and be able to multi-task and demonstrate attention to detail.

### Reception

To assist with cover of the main reception, to include:

- Provide an efficient and courteous service, dealing with general queries from students, staff and external visitors;
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc;
- Assist in arrangements for school trips, events etc.
- Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence
- Operate the switchboard, taking messages, answering telephone queries and passing messages on promptly;
- Operate the security 'Control Access' letting visitors into the reception area promptly;
- Welcome visitors, ensuring they are signed in and out in accordance with the Academy's Safeguarding policy;
- Maintain manual and computerised records/management information systems
- Operate the franking machine, fax machine and tannoy system;
- Produce lists/information/data as required e.g. pupils data
- Undertake typing and word-processing and other IT based tasks
- Take notes at meetings
- Sort and distribute mail
- Undertake administrative procedures
- Maintain and collate pupil reports

- Undertake routine administration of school lettings and other uses of school premises
- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Maintain stock and supplies, cataloguing and distributing as required
- Operate uniform/snack/other 'shops' within the school
- Provide general advice and guidance to staff, pupils and others
- Undertake general financial administration e.g. processing orders
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

### **Reprographics**

- Operate print equipment including binding & laminating;
- Monitor supplies accordingly, initiating stationery orders as directed;
- Maintain reprographics areas and ensure they are kept tidy and safe.

### **Communication**

- Create letters and emails to be sent out to parents and carers;
- Use the schools MIS to send letters and emails to parents and carers;
- Provide communication support to Middle Leaders;
- To provide cover for Reception when required, answering telephone calls, greeting and signing in visitors;
- Work with the IT Network Technician to put information on the schools website and social media;
- Monitor, redirect and respond to emails sent to the general enquiries address and MIS system.

### **Generic Responsibilities**

- Comply with policies and procedures relating to safeguarding, child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the appropriate person;
- Contribute to the overall ethos, work and aims of the Academy;
- Undertake any other duties that can be accommodated within the grading level and nature of this post.

This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Academy need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

*The Oxford Academy and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.*



### Person Specification

Specification	Essential	Desirable
Education/Training	<ul style="list-style-type: none"> <li>• Good general level of education, GCSE's (A-C) including Maths and English Language or further relevant experience without formal qualifications.</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ level 2 in Business Administration or equivalent qualification in a related area or equivalent experience.</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>• General clerical/administrative/financial work;</li> <li>• Good numeracy and literacy skills;</li> <li>• Experience of using a wide range of office equipment and ICT software, information systems in an administrative environment;</li> <li>• Experience of producing documents of a high quality.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school / academy setting;</li> </ul>
Skills and knowledge	<ul style="list-style-type: none"> <li>• High level of ICT skills;</li> <li>• Excellent telephone manner;</li> <li>• Self-starter, work on own initiative, strong organisational skills, and good written communications. Ability to establish priorities and meet agreed targets and deadlines;</li> <li>• Demonstrate a clear commitment to the team approach; exchanging ideas and providing support to colleagues;</li> <li>• Ability to build effective working relationships with a wide variety of individuals;</li> <li>• Proven high communication skills, oral and written in order to produce detailed reports and memos;</li> <li>• Evidence of well-developed interpersonal skills. Ability to communicate effectively both verbally and in writing, negotiating ability and tact to promote good relationships within and outside the school;</li> <li>• Embrace responsibility for identifying sound and effective solutions to a variety of different problems;</li> <li>• Demonstrates an attention to detail and an ability to stick to routine tasks;</li> <li>• Professional demeanour, good interpersonal skills and ability to deal with various members of the public and senior staff.</li> </ul>	

Personal Qualities	<ul style="list-style-type: none"> <li>● A fundamental belief that all children can achieve great things, no matter what their background or prior experiences;</li> <li>● An ability and willingness to empathise and listen, and to be self critical and reflective;</li> <li>● Enthusiasm, hard-work, integrity, creativity, flexibility, and resilience;</li> <li>● Interest in developing your own personal skills;</li> <li>● An understanding of, and commitment to, equal opportunities in its widest sense and a commitment to inclusive education;</li> <li>● A sense of fun and the ability to work hard and calmly under pressure;</li> <li>● A commitment to child protection in its broadest sense to empower learners and prevent harm.</li> </ul>	
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