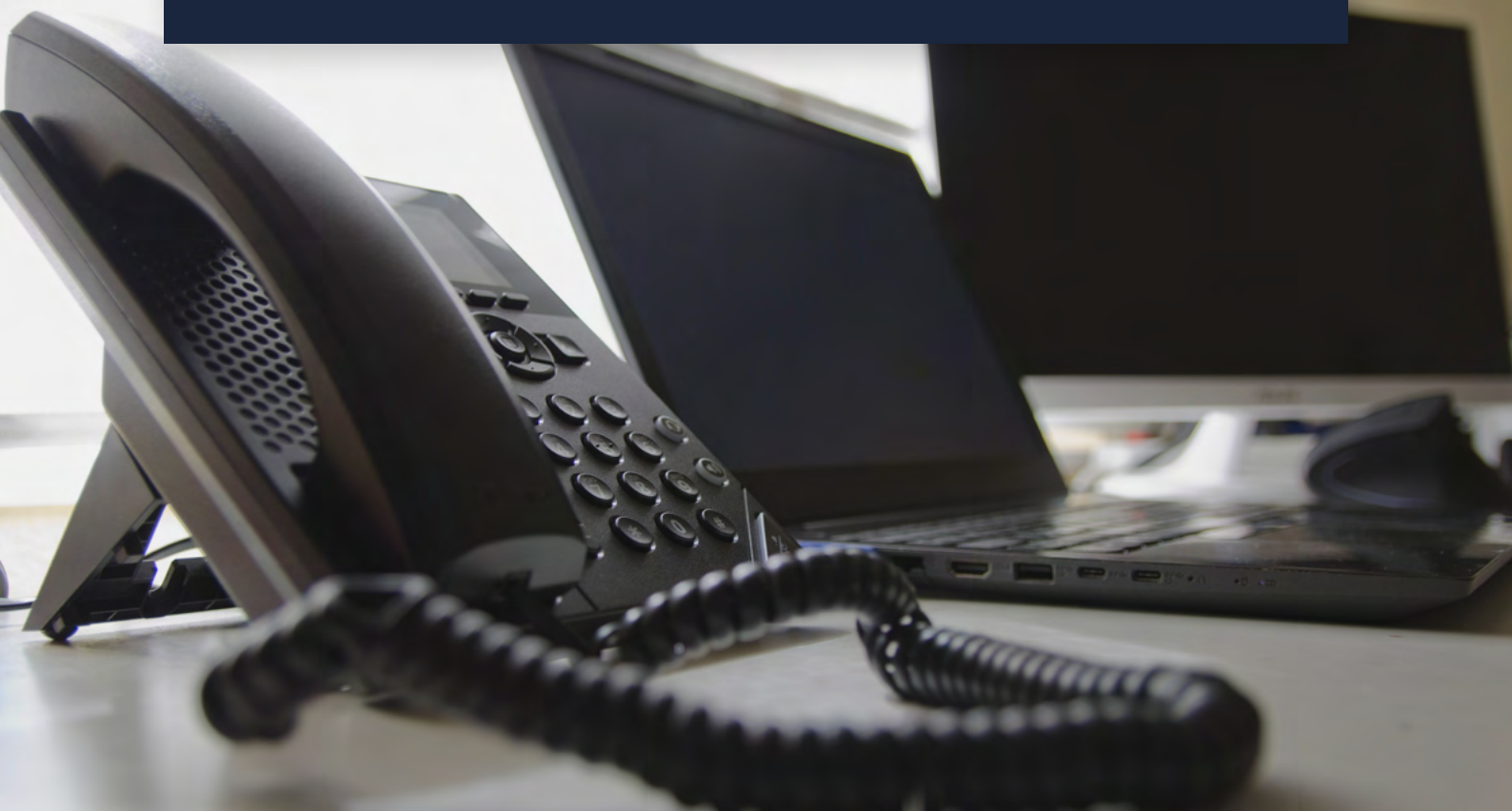




**BISHOP HOGARTH**  
Catholic Education Trust

*We are* **HIRING!**

**APPLICANT INFORMATION PACK**



**RECEPTIONIST AND  
OFFICE ADMINISTRATOR**

*Christ at the Centre, Children at the Heart*



Proud to be a part of the  
**DIOCESE OF Hexham & Newcastle**

# JOB DESCRIPTION

**Post Title:** Receptionist and Office Administrator

**Job Purpose:** Working within guidelines and instructions, provide general clerical and administrative support to the School including the answering of telephones, taking messages and responding to enquiries, using school office equipment, reception and general office duties.

**Please note that successful applicants will be required to comply with all Trust policies.**

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure before an offer of appointment is confirmed. Following appointment the employee will be subject to re-checking as required from time to time by the Trust.

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

## Key Responsibilities

**The Post Holder will, following process guidelines:**

- Provide clerical and administrative support ensuring systems, files and records are kept up to date
- Use templates to issue correspondence internally and externally
- Ensure office stationery, and other office consumables, are ordered internally in accordance with the Schools purchasing procedures and team guidelines.

# JOB DESCRIPTION

- Take messages, answer questions from, and give information to, the public and school staff
- Respond to, and answer, straightforward queries
- Digitally capture, index and process documents, including the scanning of post
- Following specific requests and instructions made by senior colleagues, organise meetings, room and travel bookings
- To take notes of informal meetings and subsequently, following the meeting, write up the notes
- Undertake accurate data-inputting tasks, word processing, and other IT based tasks
- Maintain manual and computerised records/management information systems as directed
- Check and cross reference information to ensure administrative tasks are carried out accurately, correctly and efficiently
- With due regard to the image of the school ensure that spelling, grammar and punctuation of any communication are correct where this is for use beyond the immediate team
- Be aware of school deadlines and cycles to ensure that tasks are completed in a timely manner
- Carry out tasks with due regard to, and through an understanding of, Data Protection requirements
- Ensure that School held information is provided only to approved and/or appropriate persons
- Undertake general duties including photocopying, duplicating, stapling and collation of documents
- Deal with incoming and outgoing post
- Use Microsoft Office and email packages



# JOB DESCRIPTION

## **To provide support in additional duties that could be associated with this post.**

The following list highlights some of the specialist duties that could be associated with a post operating at this level. Note, it may only be necessary for employees assigned to this level to undertake some of these duties.

- Undertake financial processes in accordance with the Schools financial regulations
- Undertake reception duties as necessary
- Set up and dismantle manual and electronic display equipment

## **Indicative Knowledge, Skills, Experience**

- Experience of the operation of administrative systems
- Working at or towards national occupational standards (NOS) in business and administration and knowledge / skills equivalent to current national qualifications level 3

## **School Ethos**

- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/ professionals where appropriate to the role
- Share expertise and skills with others
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory
- Within a responsibility of a duty of care, comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils







# PERSON SPECIFICATION

## ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS & EDUCATION	E1	4 GCSEs or equivalent	AF/C
	E2	NVQ Level 2 in Administration, Business or equivalent experience	AF/C
EXPERIENCE & KNOWLEDGE	E3	Previous Administrative Experience	AF/I/R
	E4	Knowledge of Data Protection requirements & understanding of confidentiality	AF/I/R
	E5	Experience of carrying out reception duties in a fast-paced office environment	AF/I/R
	E6	Experience of establishing and maintaining a range of management information systems, including databases and spreadsheet	AF/I/R
SKILLS	E7	Ability to relate well to children and adults	AF/I/R
	E8	Ability to work successfully as part of a team	AF/I/R
	E9	Ability to maintain accurate records	AF/I/R
	E10	IT Literate, capable of using MS Word / Excel and office packages	AF/I/R
PERSONAL ATTRIBUTES	E11	Participate in development and training opportunities	AF/I/R
	E12	Excellent written and verbal communication skills	AF/I/R
	E13	Positive outlook with a solution focused attitude	AF/I/R
	E14	Willingness to support the Christian ethos of the school Ability to abide by Academy policies and procedures	AF/I
	E15	Ability to abide by Academy policies and procedures	AF/I/R
	E16	Motivation to work with children	AF/I/R

## DESIRABLE CRITERIA

DESIRABLE CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS & EDUCATION	D1	Word Processing/Typing Qualification	AF/C
EXPERIENCE & KNOWLEDGE	D2	Awareness of child protection issues	AF/I/R
	D3	Knowledge and / or experience of First Aid	AF/I/R
	D4	Experience of using school management information systems, such as Bromcom, MCAS and CPoms	AF/I/R

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references.

Key – Stage identified	
AF	Application Form
C	Certificates
I	Interview
R	References
D	Disclosure and Barring Check



BISHOP HOGARTH

*We are*  
**BISHOP HOGARTH**  
**Catholic Education Trust**

*Thank you for your interest in our vacancy*



[www.bhcet.org.uk](http://www.bhcet.org.uk)



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