

COWES ENTERPRISE COLLEGE

Receptionist/Administration Assistant

Salary: OAT Grade 2: NJC Points 4-5

Part Time: 15 Hours per week (Mondays and Fridays)
Term Time, plus 2 Development Days (39 working weeks)

Responsible to: Admin Supervisor / SLT Link

Joint National Conditions of service for local government are applicable to the post. This job description may be amended at any time following discussion between the Principal and member of staff, and may be reviewed annually.

The post will provide direct support to the reception and administration functions in the organisation.

The postholder will undertake reception and administrative support duties as directed by the administration lead. These duties may include: reception and hospitality provision, greeting and directing visitors appropriately whilst maintaining security to the Academy building, telephone and email response and, as directed, provision of information to pupils, parents, staff and the public, finance support, word-processing, publishing of materials and photocopying.

The postholder will make a significant contribution to the Academy's efficiency and positive public profile. The postholder will have a professional appearance and have solid verbal and written communication skills and the ability to be resourceful and proactive in dealing with issues that may arise.

JOB DESCRIPTION

All staff at the Academy are employed to support and promote our key aim: *To enable the children who join us to leave as happy, healthy, well-adjusted young adults, who are well-prepared to take the next steps in their education and careers.*

All staff are required to support, model and, where appropriate, teach or promote, the Trust's core values:

- ★Anyone can excel
- ★Enjoy the challenge
- ★Share what is best
- ★Be inclusive

All staff have a statutory responsibility for the safeguarding of children and the promotion of their welfare. This means that at all times, staff must consider what is in the best interests of our children and young people. In order to fulfil this responsibility effectively, all staff are required to:

- Ensure that they are aware of the Academy policy and procedures for child protection and safeguarding.
- To become aware, by attendance at relevant training, of the signs and symptoms of abuse.
- To attend annual refresher training as required and to have completed the online Level 2 Safeguarding and Prevent training.
- To report all causes for concern to the Designated Safeguarding Lead
- To ensure the safety of all pupils in the school learning environment both indoor and outdoor.
- To carry out or contribute to risk assessments as required.

All staff are required to adhere to the spirit and letter of the Academy's Equality Policy, to respect all aspects of diversity, to ensure no conscious discrimination and to challenge potential unconscious discrimination on the grounds of any protected characteristics.

All staff are part of a wider academy team. Each individual, therefore, is required to support the values/ethos of the academy and the academy priorities as defined in the Academy Improvement Plan. This will mean being responsive to the needs of colleagues, parents and pupils and being flexible in a demanding environment. On occasions the post holder may be expected to carry out reasonable duties or roles or additional tasks, as requested by the Principal and Governors, which are not specifically detailed in this job description.

All staff in the academy work subject to statute and academy policies and procedures. The post holder will be expected to become familiar with these and work in accordance with them and to notify their line manager in writing if they require additional training or support.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. It is essential that post holders disclose whether they have any pending charges, convictions, bind-overs or cautions and if so, for which offences. Any failure to disclose such convictions will result in dismissal or disciplinary action by the academy.

Key Tasks and Responsibilities – subject to annual review

Administration

Deal with general enquiries either by telephone or face to face and sign in visitors.

Provide assistance to; staff, students and visitors at the main reception desk. Dealing with enquiries from students, including booking late arrivals, signing out students leaving the site and support with general enquiries

Open, sort and distribute incoming mail and post outgoing mail and assist with monitoring the academy's email address.

Provide administrative support including word processing and IT based tasks including knowledge of various ICT packages and the operation of office equipment including photocopiers, franking machine, security card printer.

Process forms and returns including those to outside agencies.

Assist with producing marketing and promotional material for the school.

May assist with the administration of school lettings and other uses of school.

May assist with website administration.

Finance Support

Monitor and manage stocks and supplies, check incoming stock deliveries and arrange for distribution and storage.

Undertake travel and transport bookings for college trips and college staff.

May handle cash or cash equivalents such as dinner monies, school visits.

May undertake some financial procedures, including placing orders and dealing with supplier issues

Exams, educational visits and other supervision

Will provide supervision for students in a designated area of the academy site during the lunch period.

May invigilate exams and tests

May assist escorting pupils on educational visits

Systems, policies and procedures

Knowledge of the schools' information management system (SIMS)

Contribute to the planning and development of administrative procedures and systems.

Knowledge of and adherence to school administrative systems, policies and procedures.

Team involvement

May demonstrate administrative duties to new or less experienced staff.

Building professional relationships

Communicates with other school staff and teachers, senior leadership team, pupils, parents/carers, suppliers, visitors.

Record keeping and information management

Maintain and updating of records and systems.

Problem solving and decision making

Makes decisions about own administrative work. Decision-making is short term; more complex decisions are referred to senior staff.

Knowledge, skills and experience

Knowledge for implementing a range of administrative procedures, including IT packages and systems. Knowledge and skills equivalent to national qualifications level 3.

IT and keyboard skills

Physical demands and working conditions

Normal physical effort with a mixture of sitting, walking and carrying minor loads.

Work normally carried out in an office environment.

Personal Competencies

The post holder will have awareness of the importance of the impact of a high quality and clean environment on the public profile.

Be a highly effective practitioner, and ambassador throughout and across the Academy, being credible to colleagues, parents and external agencies.

Be self-motivating and hold the ability to identify your own training needs and a willingness to attend relevant training courses or other training and have the ability to work on own initiative, balance competing priorities and organising work schedule.

They must be able to provide clear decision making but also work effectively as a team member and be credible to colleagues and partners through the quality of their

personal performance. Good humour and enthusiasm together with an appropriate level of wellbeing and be punctual and meet work deadlines is essential to carry out the role.

Have a current and relevant understanding of safeguarding.

To maintain confidentiality at all times.

Flexibility Clause

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

Variation Clause

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Fluency in English

The post is covered by Part 7 of the immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.