

Ref: BS07

Receptionist / Administrative Assistant – Job Description

Job Title:	Receptionist / Administrative Assistant
Hours of work:	Normal hours of work are: 3pm to 7pm on Mondays to Thursdays 3am to 5.30pm on Fridays
Type of post:	Permanent , part-time, term time only
Reports to:	Office Manager
Salary:	Salary to be negotiated according to the post holder's strengths and experiences within the range of £18,000 to £21,000 per annum (pro-rata).

Overall Job Purpose

To contribute to the delivery of an efficient and high quality clerical and administrative support function for the Academy. To provide a friendly and warm welcome to all visitors to the school. To contribute to the aim of establishing Trinity Academy as one of the best schools in South London, ensuring that all pupils achieve to their full potential. To contribute to the safeguarding and well-being of all pupils.

Key purpose of role

The main purpose of this role is to undertake the duties of an evening receptionist at the end of the Academy day.

Accountabilities – Specific

- Undertake reception duties as required, ensuring that all visitors, staff and pupils are greeted in a friendly and appropriate manner, enquiries are dealt with promptly and confidentiality is maintained at all times.
- To ensure that all telephone calls are answered promptly and dealt with professionally.
- To ensure that telephone messages and messages received at reception are recorded accurately and forwarded in an appropriate and timely manner.
- Contribute to the maintenance of effective and efficient administrative systems that meet the needs of Trinity Academy, as required.
- Contribute to the maintenance of manual and computerised records / management information systems, including the timely and accurate inputting and updating of pupil and staff information.
- Ensure that all records are held safely, in line with the Data Protection Act, and that confidentiality is maintained at all times.

- Contribute to the maintenance of a secure and safe reception area and general office by ensuring that Trinity Academy Safeguarding and Health and Safety procedures are implemented accurately and consistently.
- To undertake typing, word processing and other ICT based tasks, as required.
- To undertake routine administrative tasks, as required e.g. filing, photocopying
- To assist Academy staff with the arrangements for school trips, out of school activities and other events e.g. Open Days, and to organise associated administration.
- To assist with the maintenance of the school calendar and diary.
- To contribute to the support of pupils, as required by the Executive Principal/CEO.

Accountabilities – Generic

- Serve as a role model based on high standards and professional conduct.
- Be aware and comply with policies and procedures relating to equal opportunities, confidentiality and data protection, reporting all concerns to an appropriate person.
- To comply with the Academy's Code of Conduct.
- Maintain confidentiality in relation to all work undertaken.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people and with regard to Child Protection procedures.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Undertake any necessary professional development.
- To carry out such duties as may be reasonably assigned by the Executive Principal/CEO.

This job description will be reviewed and updated annually in line with the ongoing development of Trinity Academy. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties. Specific elements of this job description and changes to it may be subject to future negotiation between the post holder and the Executive Principal/CEO.

Receptionist / Administrative Assistant – Person Specification

A. Qualifications

	Essential	Desirable
GCSEs (grades A-C) in English and Maths	X	
RSA word processing level 3		X
NVQ / VQ level 3 in Business and Administration		X
Right to work in the UK	X	

B. Experience, Skills & Competencies

	Essential	Desirable
Experience of working in an administrative role	X	
Experience of working in a school		X
Competent in the use of Microsoft Office packages	X	
Experienced in the use of databases	X	
Excellent written and verbal communication skills	X	
Excellent customer service skills	X	
Good numeracy skills	X	
Excellent organisational and time management skills	X	
Experience of working as a team member	X	
Ability to work without supervision	X	
Ability to relate well to children	X	

and adults		
Ability to speak Spanish		X

C. Knowledge & Understanding

	Essential	Desirable
An understanding of the importance of safeguarding and promoting pupil well being	X	
Understanding and knowledge of procedures and legislation related to confidentiality	X	
Knowledge of relevant Academy policies / codes of practice		X
An understanding of how teams work	X	
To understand and be able to deliver the vision of the Academy	X	
To understand and promote the Academy's ethos and values	X	

D. Personal & Professional Qualities

	Essential	Desirable
A positive role model	X	
Values diversity and promotes equal opportunities	X	
Commitment to own CPD	X	
Determination, resilience and drive	X	
Enthusiasm, creativity and initiative	X	
Entrepreneurial approach		X
Excellent record of attendance and punctuality	X	