



Job Description & Person Specification

Receptionist / Administrative Assistant

Laurus Ryecroft



Receptionist / Administrative Assistant

Salary: Scale 3 pro rata, actual salary £10,121
Location: Laurus Rycroft
Start Date: September 2018
Hours: 25 hours per week Term Time Only
(7.45am-12.45pm)

POST REPORTS TO: PA to Head of School

POST RESPONSIBLE FOR: N/A

MAIN PURPOSE OF THE JOB:

- The postholder is the first point of contact to visitors to the school and as such will provide a professional and welcoming presence in Reception.
- To provide confidential administrative support to the school

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES: **KEY AREAS**

Main Duties – Reception

- To deal with enquiries from visitors, staff and students
- To issue security badges to all visitors
- To deal with telephone enquiries
- To assist with locating staff and students when appropriate
- To take delivery of parcels as necessary
- To distribute incoming post

Administration

- To provide confidential administrative support to the school including the preparation of documents and reports using Word, Excel and PowerPoint
- To make appointments, arrange meetings, book meeting rooms and transport as requested
- To raise purchase orders on the finance system when required, and sort and organise stock when received
- To maintain an efficient filing system – both manually and electronically
- To input/extract information to and from computer databases including the SIMS system
- Provide cover for other absent colleagues when required
- Photocopying and use of printing and scanning equipment
- To arrange hospitality as required
- To provide First aid
- To suggest improvements of operational procedures as necessary

General

- To undertake such other duties related to the work of the whole school appropriate to the post, as may be assigned
- To attend relevant meeting and participate in training opportunities and performance development as required for the effective delivery of the role
- To work positively and inclusively with colleagues and stakeholders so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.
- To fulfill personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security.

Person Specification

Attributes	Essential	Desirable	How identified
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> • Reception/Administration experience • Sound knowledge and experience of PC based applications 	<ul style="list-style-type: none"> • Experience of working in a school environment • Experience of working with confidential information 	Application Form/ Interview
EDUCATION AND TRAINING	<ul style="list-style-type: none"> • Sound educational background including GCSE Maths and English • Numerate/literate • Willingness to undertake further training 	<ul style="list-style-type: none"> • Awareness of current issues in the Education 	Application Form/ Interview
SPECIAL KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Good practical skills in using Microsoft Office including Word, Excel and PowerPoint • Good communication skills (oral and written) 	<ul style="list-style-type: none"> • First Aid at work certificate • Experience of SIMS 	Application Form/ Interview
ANY ADDITIONAL FACTORS	<ul style="list-style-type: none"> • Excellent time management, administration and organisation skills • Ability to work accurately to tight deadlines • Ability to remain calm under pressure • Professional welcoming demeanour • Ability to be flexible • Good team player/ability to accord with fellow workers • Ability to work on own initiative and prioritise effectively • Willingness to develop professionally 		Application Form/ Interview

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment



Laurus Trust
Cheadle Hulme High School
Woods Lane, Cheadle Hulme
Cheadle, SK8 7JY

laurustrust.co.uk