

JOB DESCRIPTION

Post Title:	Reception and General Administration
Job Purpose:	Working under the direction of the Front of House Manager to undertake routine administration, clerical and financial tasks following established procedures and agreed policies. Operating a reception service that promotes a professional image of the Academy and Trust
Responsible to:	Front of House Manager
Responsible for:	Ensuring that all administration, clerical and financial tasks are produced to a high standard Operate an efficient reception service
Liaising with (Working Relationships):	Principal MAT Central Support Business Manager External agencies Business partners and suppliers Parents and visitors Front of House Manager Academy staff
Hours of Work:	Term time plus inset days 37 hours per week
Grade and Range of Post:	Scale D (10-13)
Current Base:	
Disclosure Level:	This post is subject to an enhanced DBS disclosure.
Main / Core Duties:	Process telephone calls and ensure appropriate action is taken Operate standard office equipment including franking machine, fax, photocopiers Undertake routine clerical duties including generating documents, filings, data input Deal with visitors to the Academy in line with MAT policies and procedures
Operational Planning:	To assist with the planning of school visits and events such as parents evenings, open days etc

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Service Provision:	<p>Undertake reception duties ensuring a welcoming and pleasant atmosphere</p> <p>Deal with enquiries from parents, staff, students and external agencies</p> <p>Deal with telephone enquiries, take messages and pass on appropriately</p> <p>Maintain student filing, including electronic filing</p> <p>Undertake routine financial administration</p> <p>Maintain data records and collate reports under direction</p> <p>Assist with data production</p> <p>Undertake administration duties, generating documents, letters and communications</p>
Service Development:	<p>Identify improvements to the administration service where appropriate including methods of communication</p>
Staffing and Staffing Development:	<p>None</p>
Recruitment / Deployment of Staff:	<p>None</p>
Quality Assurance:	<p>To QA all documents before distribution</p> <p>Ensure all visitors to the site follow safeguarding and health and safety policies.</p> <p>Inform the Business Manager or Principal immediately of any Health and Safety or Safeguarding concerns that arise.</p>
Management Information and Administration:	<p>Be responsible for providing an efficient administration service</p> <p>Maintain/input/update/retrieve information, data and records following set procedures</p>
Communications:	<p>Deal with telephone enquiries</p> <p>Generate letters to parents and all communications such as newsletters, texts etc</p>

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Marketing and Liaison:	Ensure that a positive impression of the Academy is given at all times.
Management of Resources (Other than People):	Distribute documents and resources within the Academy
Corporate Responsibility:	To abide by and implement all policies and procedures of MAT, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures.
Other Specific Responsibilities:	<p>To provide First Aid within the Academy</p> <p>To support students with medical conditions as required.</p> <p>To contribute to the overall ethos, work and aims of the Academy and the Academy Trust.</p> <p>To carry out all duties in the most effective, efficient and economic manner.</p> <p>To continue personal development in the relevant area.</p> <p>Participate fully with arrangements made in accordance with the Academy Trust's Performance Management Policy.</p> <p>Perform any other reasonable duties as requested by the Front of House Manager and Business Manager.</p>
Safeguarding:	The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.
General Statement:	This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title.
Date:	March 2017