

Dear Applicant

Thank you for your interest in the position of Receptionist / Administrative Assistant

Salary - Grade 4, SCP 5-8, £19,312 - £20,493 Full Time Equivalent. **Actual salary £11,126 - £11,807**

- 24.75 hours per week, 7.45am – 4.30pm over three days, Wednesday, Thursday and Friday.
- Term time only plus 2 weeks during periods of school closure
- Local Government Pension Scheme – Greater Manchester Pension Fund

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit thethedeantrust.co.uk.

Method of Application

The preferred method of application is electronically via email to recruitment@deantrustwigan.co.uk.

All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

Closing Date

Applications received after the closing time of **12pm noon on Monday 20th September 2021** will not be considered.

Interviews: Wednesday 22nd September 2021

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 01942 511987 or email recruitment@deantrustwigan.co.uk. Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Human Resources Department

Believe Achieve Succeed

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The Dean Trust is a company limited by guarantee.



Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	Receptionist / Administrative Assistant
Reporting to	Office Manager/ Director of Resources
Key responsibilities:	
<ul style="list-style-type: none">• To act as an ambassador for the school, ensuring a high-quality, positive, efficient service is maintained at all times.• To undertake reception duties, answering routine telephone and face to face enquiries.• To provide general advice, guidance and direction to pupils, visitors and staff members• General administrative tasks as set by Office Manager/ members of Core Leadership Team.• To provide support in the recording of attendance data.• Input of various data on pupils on both manual and computerised systems.• To deal with pupils' day to day queries including sickness and contacting parents re; sickness.• Updating of pupil information on spreadsheets/documents.• To operate switchboard and answer telephone enquiries as required.• To receive visitors in the main reception area ensuring compliance with signing in and out procedures to ensure safeguarding responsibilities are adhered to at all times.• To respond effectively to all general enquiries.• To undertake general office administration as appropriate.• To complete and maintain school records.• Opening and distribution of incoming mail, collection and dispatch of outgoing mail.• To relay messages from parents efficiently to the appropriate member of staff.• SIMS data input as directed.• To assist with the audit of the school asset inventory.• To act as first aider.• Any other duties as directed by Headteacher/Director of Resources/Core Leadership Team and Office Manager which are commensurate with grade and title of post.	

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder



Person Specification

Qualifications and training	Essential <ul style="list-style-type: none">• Minimum of 4 GCSEs including Maths and English
Experience	Desirable <ul style="list-style-type: none">• 12 months relevant clerical work experience
Knowledge	Essential <ul style="list-style-type: none">• Ability to communicate effectively (verbally and in written form)• Proven ability to analyse information and check details against specified criteria• Flexible and adaptable in approach to work• Ability to organise/prioritise workload to enable deadlines to be met• Ability to work accurately under pressure• Ability to work with frequent interruptions• Ability to listen and accurately record messages taken• Competent in the use of databases, spreadsheets and other computerised applications including the input and retrieval of data• Typing skills – able to accurately undertake a range of typing work such as confidential memos, letters, reports, forms, notes etc.• Competent in the use of Microsoft computer packages, e.g. word, excel• Numeracy, literacy and keyboard skills• Commitment to customer care and delivering services in line with service users and the academy's customer care policy• Must maintain confidentiality• Qualified First Aider (or prepared to train)
Skills and abilities	Essential <ul style="list-style-type: none">• To speak clearly and concisely• Appropriate business dress• Pleasant friendly, patient and polite• Enhanced DBS check