



Job Description & Person Specification

Receptionist /
Sixth Form Administrative Assistant



Receptionist / Sixth Form Administrative Assistant

Salary: Scale 3

POST RESPONSIBLE FOR: N/A

MAIN PURPOSE OF THE JOB:

- The post holder is the first point of contact to visitors to the Sixth Form and as such will provide a professional and welcoming presence in reception.
- To provide confidential administrative support, including the preparation of confidential reports.

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 • Experience of working in a school environment • Sound knowledge and experience of PC based applications 	<ul style="list-style-type: none"> • Experience of working with confidential information 	Application Form/ Interview
EDUCATION AND TRAINING	<ul style="list-style-type: none"> • GCSE qualifications or equivalent in Maths and English at grade C or above • 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

July 2019

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