



STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

RECEPTIONIST AND ADMINISTRATION ASSISTANT

JOB DESCRIPTION

JOB PURPOSE

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB SUMMARY

1. Provide reception, switchboard and administrative support services to the school.
2. Work as a team with the other Business Support Officers and Reception staff and to assist / cover for them at peak times.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Organisation

- 1.1 Deal with the telephone and personal enquiries from staff, parents and members of the public, ensuring accurate messages are clearly relayed to recipients.
- 1.2 Signing in visitors and contractors, ensuring that the safeguarding procedures are maintained in line with school policy
- 1.3 Taking delivery of parcels
- 1.4 Hospitality – providing refreshments for visitors
- 1.5 Assist with school events during the school day, e.g., visits by the school nurse, photographer, linked schools, parents, etc.

2. Administration

- 2.1 Undertake word processing and other ICT based tasks including the production of letters, reports and schedules etc.
- 2.2 Provide general administrative support e.g. reprographics, photocopying, filing, emailing and completing routine forms and responding correspondence.
- 2.3 Maintain manual and computerised records and/or management information systems.

- 2.4 Sorting and distributing the internal and external mail
- 2.5 Undertake routine administration of school lettings and other uses of school premises.
- 2.6 Manage small administration projects.
- 2.7 Administer the schools' electronic communication system.

3. Resources

- 3.1 Operate office equipment, e.g. photocopier; fax machine, etc. and ICT packages (Word, Outlook, Excel etc.) in accordance with manufacturer's instructions.
- 3.2 Maintain stock and supplies of resources, cataloguing and distributing as required.
- 3.3 Provide general advice and guidance to parents and others.

4. Customer Care

- 4.1 Provide quality services that are what our customers want and need.
- 4.2 Give customers the opportunity to comment or complain if they need to.
- 4.3 Work with customers and do what needs to be done to meet their needs.
- 4.4 Inform your manager about what customers say in relation to the services delivered.

5. Support for the School

- 5.1 Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 5.2 Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- 5.3 Contribute to the school ethos, aims and development/improvement plan.
- 5.4 Work as part of a team, appreciating and supporting the role of other people in the team.
- 5.5 Attend and participate in meetings as required.
- 5.6 Undertake personal development through training and other learning activities, including performance management as required.
- 5.7 Provide support to the Office Manager/ Business Manager when required.

6. Other Responsibilities

- 6.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 6.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 6.3 Contribute to the wider life of the Trust and the Star community.
- 6.4 Carry out any such duties as may be reasonably required by the Trust.

7. Records Management

- 7.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



Star

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PERSON SPECIFICATION

		Assessed by:		
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
QUALIFICATIONS				
1.	NVQ Level 1/Level 2 or equivalent qualification. Good level of literacy and numeracy skills to GCSE standard or experience in relevant discipline.	E	✓	
2.	Evidence of continued personal and professional development	E	✓	
EXPERIENCE				
3.	Minimum of two years' experience in an administrative/reception role	E	✓	✓
4.	Experience of working within an educational environment	D	✓	✓
5.	Experience of SIMS computerised systems.	D	✓	✓
6.	Proven experience of dealing with people, either in person or over the telephone to the required standards of service	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
7.	Organised and efficient administrative skills	E	✓	✓
8.	Effective use of IT software packages e.g. MS Office and data bases and its application in schools.	E	✓	✓
9.	Good understanding and ability to use relevant technology e.g. photocopier	D	✓	✓
10.	Understanding of relevant processes and systems in use within schools to deliver effective customer care.	E	✓	✓
11.	Understanding of how to provide a welcoming environment	E	✓	✓

				Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task	
12.	Understanding how to develop and maintain effective filing systems	E	✓	✓	
13.	Effective use of email systems/VLE	E	✓	✓	
14.	Understanding of school roles and responsibilities	D	✓	✓	
PERSONAL QUALITIES					
15.	Excellent communication skills both face to face and over the telephone	E	✓	✓	
16.	Ability to work effectively and respond well under pressure	E	✓	✓	
17.	Demonstrate and promote the positive values, attitudes and behaviour they expect from the students with whom they work	E	✓	✓	
18.	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	E	✓	✓	
19.	Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	E	✓	✓	
20.	To be able to respond to management instruction to ensure tasks are completed within specified timeframes	E	✓	✓	
21.	Self-motivated, with the ability to work with minimal supervision	E	✓	✓	
22.	Able to liaise sensitively and effectively with parents and carers recognising their role in student learning	E	✓	✓	
23.	Able to improve their own practice through observations, evaluations and discussion with colleagues.	E	✓	✓	
24.	Able to work in a busy school environment and relate effectively with children and adults	E	✓	✓	
25.	Highly organised.	E	✓	✓	
26.	Personal resilience, persistence and perseverance	E	✓	✓	
27.	Sympathetic to and supportive of the ethos of the School	E	✓	✓	
28.	Highest levels of professional and personal integrity	E	✓	✓	
29.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'	E	✓	✓	

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
30.	A strong commitment to the Trust value of 'Service'	E	✓	✓
31.	A strong commitment to the Trust value of 'Teamwork'	E	✓	✓
32.	A strong commitment to the Trust value of 'Ambition'	E	✓	✓
33.	A strong commitment to the Trust value of 'Respect'	E	✓	✓
34.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity	E	✓	✓
35.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment	E	✓	✓