

Job Description

POST:	Administrator / Receptionist
LOCATION:	Oasis Academy Clarksfield, Oldham
WORKING PATTERN:	35.00 per week
SALARY RANGE:	SCP 7-11
DISCLOSURE LEVEL:	Enhanced
RESPONSIBLE TO:	Principal, Operations Manager
RESPONSIBLE FOR:	Reception & Administration Support
KEY RELATIONSHIPS:	The Operations Manager, Senior Leadership Team; relevant teaching and support staff; external agencies; other Oasis Academies and Oasis Community Learning central staff
JOB PURPOSE:	To provide effective and high-quality receptionist and administration support to promote efficient delivery of the policies, ethos and aims of the Academy. To be the first point of contact for the Academy, deal with email / online / telephone enquiries, liaise with parents, welcome and assist visitors to the Academy and provide thorough, organised and comprehensive, high quality reception and administrative support.

SPECIFIC RESPONSIBILITIES:

A. Safeguarding children and young people

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

- B. To provide a comprehensive range of secretarial and administrative duties.
- C. To welcome all visitors and deliveries, ensuring all Health and Safety and Safeguarding procedures are followed. Inform appropriate staff and ensure visitors sign into the Academy and are given the appropriate access. Where relevant, proof of identity should be sought.
- D. To produce high quality communication to parents, staff and the community through the effective use of the Academy's Microsoft and other software packages, text messages and telephone calls.

- E. To undertake ICT related tasks, reports, and schedules and work with other ICT packages such as databases, spreadsheets, or research the internet. To be responsible for updating the school website with news items and Policies.
- F. To be responsible for maintaining the school dinner number system, collating daily dinner numbers and ensuring the kitchen staff have accurate information.
- G. To maintain dinner debt to a reasonable level, issuing debt e-mails and letters weekly. To inform the Operations Manager of any high debtors.
- H. To liaise with the Finance Dept and raise orders for them to process.
- I. To undertake general office duties to include: reception duties; opening and sorting of post; filing; photocopying and collation of documents; maintaining office diary; monitoring/ordering of stationery as required.
- J. To draft and/or type letters, documents and reports; some of a confidential nature.
- K. To input into designated information management systems; use download and distribute associated output as required.
- L. To prepare large scale distribution of letters and papers to parents and other members of the community.
- M. To assemble administrative information for the teaching and curriculum support staff.
- N. To prepare for meetings, including diary management.
- O. To organise refreshments as and when required.
- P. To be responsible for the booking of meeting rooms and ensuring the rooms are kept clean and tidy.
- Q. To make arrangements for external visitors.
- R. To source, sort and provide documentation for planned meetings as required.
- S. To maintain accurate records and files, contributing to the development of administrative systems and processes.
- T. To build good constructive relationships with students, which engender respect for the delegated authority.
- U. To support the leadership team when dealing with fire alarms / lock down, contacting relevant agencies and remaining on site in reception.
- V. To administer medication and first aid.
- W. To undertake duties to support the range of work undertaken by the Administrative Team.
- X. To respond to queries and provide general advice and guidance to staff, pupils and Parents

OTHER:

- A. To support the Academy's Ethos, Mission and Vision.
- B. To contribute to Academy-wide events including curriculum-focused events as part of the wider curriculum team, as and when required.
- C. To be aware of and comply with the Academy's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.

- D. To be aware of and comply with the codes of conduct, mission statement, regulations and policies of the Academy and its commitment to equal opportunities.
- E. The post holder will be subject to performance objectives agreed annually.
- F. The post holder is expected to carry out such other duties as may reasonably be assigned by the Principal.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Receptionist / Administrator Person Specification

Our Purpose

The vision of Oasis Community Learning (OCL) is to create ‘Exceptional Education at the Heart of the Community.’

All our Academies are committed to achieving this vision through developing character, competence and sense of community with every child, providing a rich educational experience that is underpinned by our philosophy of education; inspirational leadership, deep learning and healthy communities.

Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. We are committed to a model of inclusion, hope, perseverance, healthy relationships and compassion throughout all the aspects of the life and culture of each Academy community.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good levels of literacy and numeracy • GCSE Grade C minimum in English and Maths (or equivalent) • First Aid at Work Qualification or willingness to undertake training • Evidence of commitment to continued professional development 	
Experience, Skills & Knowledge	<ul style="list-style-type: none"> • Effective time management skills and the ability to be proactive and efficient • Ability to work to agreed quality levels and service standards • Accurate and efficient word processing skills • Good interpersonal skills and the ability to communicate effectively both orally and in writing • Ability to assimilate information quickly • Excellent organisational skills 	<ul style="list-style-type: none"> • Experience of working in an educational setting • Experience of working in a busy reception / office environment • Good understanding of safeguarding procedures in a school setting

	<ul style="list-style-type: none"> • Ability to work cooperatively and sensitively both independently and as part of a team • Ability to create a professional and welcoming office environment for staff, students and visitors • Committed to personal professional development and training 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Enthusiastic and motivated • Committed to equal opportunities and working in a multi-cultural environment • Ability to display a calm, tactful and responsible attitude • Flexible approach and the ability to adapt to change within the working environment • Ability to take instruction and to work on own initiative 	
<p>Commitments</p>	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people. • Willingness to undergo appropriate checks, including enhanced DBS checks. • Have a willingness to demonstrate commitment to the values and behaviours, which flow from the Oasis ethos. 	