

## **Job Description**

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**Job Title:** Front Desk College Administrator and Receptionist

**Report to:** Deputy Head of Administration - Georgina Prichard

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### **Job Purpose**

To undertake and support the Principal, Director of Studies, Head of Administration and Deputy Head of Administration in the management, development and implementation of effective and efficient procedures and processes for the administration at Ashbourne, in order to achieve Ashbourne's aim of being the leading Sixth Form College in London.

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### **1 Reception and Overseeing Young Street**

- 1.1 Contribute to the day-to-day operations of reception, including ensuring reception is covered during working hours.
- 1.2 Ensuring phone calls are dealt with promptly and professionally. \Keep reception tidy and presentable.
- 1.3 Assist students with confirmation of studies, letters and bank registration.
- 1.4 Assist students and staff with booking rooms.
- 1.5 Lock up premises at the end of the day according to lock up procedure.
- 1.6 Ensure all visitors are signed in and out, issued with a lanyard and directed to the right department.
- 1.7 Accept all letters and packages, and distribute them to their appropriate departments and inform staff if a parcel has arrived.
- 1.8 Liaise with the facilities team regarding deliveries.
- 1.9 Issue late slip cards and enter students absence and lateness into 'Rang in ill'.
- 1.10 Open up the building/s when required.
- 1.11 Do not leave reception unmanned, it is not covered by another member of the team.
- 1.12 Report any non functioning printers and photocopiers to the facilities team.
- 1.13 Monitor who is coming in and out of the building.

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### **2 Research, ALIS and YELIS**

- 2.1 Assist with any research task for the Senior Management team.
- 2.2 Assist in updating school policies and any research that is involved within this.
- 2.3 Write reports and produce spreadsheets to assist the Senior Management team.

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- 2.4 Assist the Director of Studies with the analysis and reporting of ALIS and YELIS data.
  - 2.5 Organise the ALIS and YELIS testing at the beginning of the academic year and through the year for late registering students.
  - 2.6 Assist the Principal with research on GDPR.
  - 2.7 Research ways in which Ashbourne can become more sustainable and environmentally friendly.
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### **3 Flowers, Fruit and Food**

- 3.1 Place weekly order for fruit and distribute to various buildings.
  - 3.2 Buy new flowers weekly and distribute to various buildings.
  - 3.3 Receive and organise lunch orders from other members of staff and department meetings.
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### **4 Place Orders**

- 4.1 Assist with administration orders as directed by the Head of Administration, such as paper supply order.
  - 4.2 Ensure that orders are delivered on the correct date, especially paper and art deliveries.
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### **5 Textbook Support and Missed Mocks**

- 5.1 Log in and out books to students.
  - 5.2 Ensure that the book cupboard is kept tidy and that only current books are being held inside.
  - 5.3 Help assist with the logging of missed mocks onto the google sheet and the organisation of the mock papers ready for missed mock Saturday.
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### **6 Post and Delivery Support**

- 6.1 Distribute post to teachers and staff.
  - 6.2 Inform relevant department about parcel being received.
  - 6.3 Ensure valuable packages are locked away until relevant department is able to collect them.
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### **7 Stock Check Support**

- 7.1 Liaise with front desk administrator at OCP to build up stock – check for the building and distribute information.
- 7.2 Fill up the staff room cupboard and ensure all classrooms have enough study stationary.
- 7.3 Check first aid kits regularly and maintain stock levels.

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- 7.4 Help maintain the list of Fire Marshals and First Aiders in Young Street.
  - 7.5 Organise First Aid and Fire Marshal training for new staff and when refreshers are needed for current staff, as directed by the Deputy Head of Administration.
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### **8 Student Catch Up Work**

- 8.1 When students are absent for longer than three days, to liaise with their teachers to collect any work that they have missed.
  - 8.2 To scan any physical work to send to the students.
  - 8.3 To email students any work that they have missed, and then chase them for any work that is due back in.
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### **9 Attendance**

- 9.1 Cover the attendance of the college when the Attendance Officer is absent/unable to complete it.
  - 9.2 Help chase registers when required.
  - 9.3 Issue late clip cards to students and log their lateness.
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### **10 Admissions support**

- 10.1 Organise the admissions inbox and input new admissions enquiries into the 'Enquiries' database.
  - 10.2 Help the admissions department with any ad hoc tasks that need to be done.
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### **11 Maths Mentoring**

- 11.1 To assist the Head of Mathematics with pairing Year 13 students to mentor Year 12 or Year 11 students who need extra support with their maths.
- 11.2 Correspond with these students in order to orchestrate the smooth running of Maths Mentoring (including checking that the students are regularly attending these meetings).

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### **12 Ad Hoc Support**

- 12.1 Support the exams department when required during HT4 mock week and the Summer Exam period.
  - 12.2 Any other task requested by your line manager, Head of Administration, Director of Studies or the Principal.
  - 12.3 Support the Deputy Head of Administration to look into ways that the College can become more environmentally friendly and sustainable.
  - 12.4 Organise meetings for the two Deputy Heads of Sixth form.
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### **13 Health and Safety**

- 13.1 Be the Deputy Fire Marshal for YS. In the event of the fire, your role is the stand at sweep the first floor and inform Sharan that the floor is clear.
  - 13.2 Deputise for the Lead FireMarshal in their absence.
  - 13.3 Help with the evacuation of students during a fire.
  - 13.4 Help with the securing in of students during a lock-down.
  - 13.5 Provide first aid support to staff, students and visitors in line with the First Aid Policy.
  - 13.6 Update the medical room usage sheet when this is used by staff or students.
  - 13.7 Supervise and monitor any student using the medical room with regular checks.
  - 13.8 Consult Ashbourne's Health and Safety Policy for any further questions.
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### **14 Safeguarding**

- 14.1 Read and follow the guidance set out in the most recent publication of KCSIE (Part1) Report any concerns you have to the DSL and log this using Filemaker.
- 14.2 In an emergency, should you have an urgent concern, inform the correct authorities, this is a legal obligation.
- 14.3 Follow up on any safeguarding concern you have reported.
- 14.4 Ensure all staff, students and visitors are wearing the correct lanyard.

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14.5 Consult Ashbourne's Safeguarding Policy for any further questions.

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### **15 Data Protection**

15.1 From common sense (for example, never revealing contact details of any member of the Ashbourne community without proper authority) to more sophisticated issues of cyber security and cyber crime, you are expected to have sound, comprehensive understanding of data protection at Ashbourne. Please refer to: the data protection privacy notice, the acceptable use of IT policy and the data protection policy.