



Job Description

Job Title:	Receptionist and Administrator
Location:	Derbyshire Re-Integration Centre
Salary:	The Redhill Academy Trust Pay Scale Band 6 Scale point 28-32 £17,496 to £19,312 (fte)
Hours of work:	15 to 22 hours per week (to be negotiated) Term time Only
Responsible to:	Centre Manager
Post Objective:	The post holder, under the direct supervisor of the Centre Manager, will provide routine general clerical administrative support to the Centre. The post holder will be required to use the Academy's Trust's standard computer hardware and software packages where appropriate.

Specific responsibilities include:

- Providing administrative support to teaching staff within the centre, including typing, reproduction and filling reports, letters and other correspondence.
- Acting as a key point of contact for front of house contact with pupils, emails and telephone calls from Trust academies and parents.
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.
- Provide administrative support to the centre team including monitoring and reporting on attendance related queries each day and to the Trust schools and contacting parents in case of emergency or queries.

Additional Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support difference, and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Centre
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as appropriate
- Participate in training and other learning activities and performance development as required

- Provide first aid and manage medication for pupils as required support as required (training will be provided)
- Provide support with students including duties and mentoring of identified students at the direction of the Centre Manager

General

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- Attend and participate in relevant meetings as appropriate.
- Participate in training and other learning activities and performance development as required.

I,....., accept this job description, which is subject to annual review, as an accurate description of the post stated.

Signed (Post Holder): Date:

Signed (Senior Manager): Date: