

Job Profile: Receptionist & Admin Assistant



Salary Scale:	Grade B3, SCP 7-11
Working hours:	37 hours per week – Part time considered for the right candidate.
Academy/department:	Bishop Young Academy
Responsible to:	Office Manager
Nature of contract:	Permanent, TTO only, 38 weeks plus 10 days (40 weeks)

Job purpose:

Responsible for the provision of a range of reception and administrative functions to effectively support the teaching and learning in the academy.

Job specific responsibilities:

- Provide a professional and welcoming reception to all staff, students and visitors
- To work as part of a team, as well as on your own initiative
- To prioritise work to meet conflicting deadlines.
- To maintain accurate records and track progress of work using Microsoft Word & Excel, Parentpay, email and other database including the schools' management information system, Arbor
- To undertake a broad range of administrative and reception duties
- Record accurate telephone messages when necessary and follow up accordingly.
- To make a significant contribution to the academy's key priorities through tasks such as attendance recording, monitoring and communication, as part of the drive to improving attendance and reducing persistent absence
- To use IT applications and databases effectively to deliver administrative tasks.
- To input and retrieve data using computerised systems.
- To collate and prepare information from a variety of sources.
- To communicate effectively with visitors, staff and students in relation to work undertaken.
- To work with others to help improve work organisation and effectiveness.
- Undertake as requested by senior staff any other tasks commensurate with the general nature of the post.
- Offering support to other areas of the school during busy periods i.e. exams, attendance etc.

Abbey MAT responsibilities

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services delivered, in a fair and consistent manner.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this profile, but which is in line with the general scope, grade and responsibilities of the role.

People Profile:

Aptitudes, qualities and values:	Essential	Desirable
Ability to work flexibly and collaboratively as part of a team as well as on own	✓	
Self-motivated with the ability to work under pressure and be proactive	✓	
Able to process documentation using Microsoft packages	✓	
Able to accurately input/retrieve data information from information systems	✓	
Possess personal integrity, warmth and a sense of humour	✓	
A team player with enthusiasm and commitment	✓	
An effective communicator, influencer and negotiator	✓	
A commitment to our mission and values demonstrated by current practice	✓	
Support the Christian ethos of Abbey Multi Academy Trust	✓	
Qualifications, knowledge, skills and experience:	Essential	Desirable
GCSE Maths and/or English grades A-C, or other equivalent qualifications that demonstrate good literacy and numeracy skills	✓	
Word and Excel recognised qualification		✓
First Aid Trained		✓
Excellent interpersonal, written and oral communication skills	✓	
Understand and respect the principals of confidentiality	✓	
Previous experience of working in a team in an office environment	✓	
Participate in development and training opportunities	✓	
Awareness of the need to safeguard students' wellbeing, in accordance with statutory provisions and policies	✓	
Safeguarding and promoting the welfare of students:	Essential	Desirable
Appropriate motivation to work with children and young people	✓	
Ability to maintain appropriate relationships and personal boundaries with children and young people	✓	
Comply with the Trust's commitment to the protection and safeguarding of children	✓	

Our Trust mission:

In partnership to Educate, Nurture and Empower

Our Trust vision:

Abbey Multi Academy Trust is committed to providing high quality education for all within an environment which is welcoming, disciplined and purposeful. Through a range of opportunities including academic, cultural and spiritual, our pupils and colleagues are empowered and nurtured to flourish and live 'life in all its fullness' (John 10:10).

www.abbeymat.co.uk

