

Receptionist/Administrator

Salary: £23,088 actual: LBH Support Staff Scale 2, starting at Point 3

Contract: Term time plus 5 days

Hours: 0800 to 1600 with a 1530 finish on Fridays

Start Date: ASAP

Reports to: Office Manager

Job Role

- To ensure students, staff, parents and visitors are given a positive first impression of the Academy.
- To undertake a wide range of administration duties that support the day-to-day running of the Academy.

Duties and responsibilities

Reception

- To be the first point of contact for visitors to the school, extending a warm welcome to callers, including parents, visitors, contractors and delivery staff.
- To sign-in visitors, following safeguarding procedure and issuing ID badges, correct lanyards and the Academy safeguarding booklet.
- To answer the school phone, voicemail and info@ email inbox dealing with enquiries, filtering general calls to other school personnel.
- To ensure that the reception area and meeting rooms remain clean and tidy.
- To ensure literature, displays and forms are updated and replenished as necessary.
- To support with updating registers with absence messages.
- To maintain student records, ensuring accuracy and confidentiality.
- To open and distribute incoming mail, parcels and emails, liaising with other members of the administration team and teaching staff when appropriate.
- Make phone calls as directed.
- To organise refreshments for visitors if required.

Administration Duties

- Maintaining and updating school information, records and databases.
- Assist in scheduling meetings, appointments, and events for school staff e.g. parents' evenings
- Undertake any administrative / office / teaching staff photocopying and laminating
- Undertake word processing of correspondence, educational visits letters, curriculum documents and reports for school personnel with due regard for confidentiality.
- To assist with basic financial support as required – e.g. ParentPay
- Input of data and the extraction of information to the MIS and other data systems as required by the school, Local Authority and Department for Education
- Participate in general responsibilities of all staff.
- Any other duties as required by the Principal or Office Manager.

Other responsibilities

- To act as a first aider (appropriate training will be given).
- To co-ordinate the First Aid Rota.
- Collaborate with school staff in planning and executing special events, such as open evenings, industry days, graduations, parent events etc.
- To have professional regard for the ethos, policies and practices of the Academy, and maintain high standards in your own attendance and punctuality.

Person Specification

	Essential	Desirable
Qualifications	English Language GCSE at grade 4 or O Level at grade C	Maths GCSE at grade 4 or O Level at grade C
Experience	Experience of working in a busy office or administrative environment	Experience of dealing effectively with the general public Experience of working in the media industry
	Use of Microsoft Office including Word	Use of Excel and database software
Personal Qualities	Excellent verbal and written communication skills	
	Excellent interpersonal skills	
	Dependable and trustworthy	
	Team player	

The Academy is committed to safeguarding and promoting the welfare of the children and young people in the Academy and expects all staff to share this commitment. The position is subject to an enhanced DBS disclosure. All staff at Global Academy are expected to abide by the staff code.

Please apply, addressing the personal specification above in your supporting statement.

Other

We also have an internal role of Medical Needs Co-ordinator available for a suitably experienced candidate.

This role involves:

- Controlling access to medicines and medical equipment
- Administering medicine when required
- Liaising with new students and their families regarding medical needs

An additional payment of £1,500 would apply for the holder of this role. If you are interested in this additional role, please state this in your application.