

Job title: College Administrator and Receptionist with Social Media responsibilities

Report to: The Principal, Head of Administration and Deputy Head of Administration

Job description

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 to achieve Ashbourne's aim to be the leading sixth form college in London.

1 Reception

- 1.1 Ensure all visitors are signed in and out and direct them to the right department.
- 1.2 Ensure phone calls are dealt with promptly and professionally.
- 1.3 Keep reception and staff room tidy and presentable.
- 1.4 Assist students with confirmation of studies letters and bank registration.
- 1.5 Handle student enquiries, following the correct procedure.
- 1.6 Assist students and staff with booking rooms and contacting tutors and various staff.
- 1.7 Photocopying and scanning staff and student documents.
- 1.8 Ensure all printers are working including the photocopier.
- 1.9 Opening and locking up of the building.
- 2.0 Ensure reception is covered at all times.

2 Stock check

- 2.1 Carry out regular stock checks, and liaise with the front desk administrator at Old Court Place (OCP) to reorder stock.
- 2.2 Collect stock from OCP in order maintain stock levels in Kensington Court (KC).

3 Health and Safety

- 3.1 Help with the evacuation of students during a fire.
- 3.2 Help with the securing in of students during a lock-down.
- 3.3 Making sure the first aid kits located around the college are kept fully stocked.
- 3.4 Assist the Deputy Head of Administration with Health and Safety checks.
- 3.5 Liaise with Head of Premises, regarding upcoming H&S tasks and deadlines.

- 3.6 Complete administration H&S tasks such as filing documents and scanning into Paperless Ashbourne.
- 3.7 Arrange and document weekly fire alarm test and liaise with Head of Premises and Building Manager regarding fire evacuation drill each term.
- 3.8 Be the Lead First Aider and Fire Marshal in the building.

4 Staff lockers

- 4.1 Manage staff lockers and distribute necessary keys to staff.
- 4.2 Review staff lockers and pigeon holes each summer to ensure all staff members have access to storage space.
- 4.3 Order new keys for lockers and keep a copy of all locker keys should a staff member forget their key.

5 Student cards and lanyards

- 5.1 Ensure the stock of temporary lanyards is maintained in reception and everyone in the building is wearing a lanyard at all times.

6 Social Media support to the Principal

- 6.1 Maintain an engaged presence across multiple social media platforms such as Facebook, Twitter, Instagram and the Ashbourne website (College Blog).
- 6.2 Plan, manage, upload and schedule content to social media websites and college blog.
- 6.3 Work alongside the creative filming crew for College events.
- 6.4 Monitor growth and performance across social media channels and develop new opportunities for growth.
- 6.5 Work alongside Events Administrator (Anisha) to promote Ashbourne's events on social media and website.
- 6.6 Create posters/flyers to promote college events.
- 6.7 Work alongside Ashbourne's Website Developer (e.g. college blog, adwords, google analytics, display network optimisation).
- 6.10 Attend events to capture digital content to feed social media platforms and website (e.g. Dante at the Warehouse, Ashbourne Allstars Football match).
- 6.10 Answer enquiries via Facebook's messaging service.
- 6.11 Contact magazines and newspapers to promote advertising for Ashbourne.
- 6.12 Work alongside student council to produce content for social media platforms and website.
- 6.13 Be the point of contact between marketing companies and Ashbourne.

6.14 Work alongside the art department and upload their work to social media platforms and website.

6.15 Produce release forms for students and staff to have written authorisation to use their image/work.

6.16 Distribute the College Newsletter to all staff.

7 Blog writing

7.1 Write content for the Year 12 PT and PSHEE blogs by liaising with the Head of Middle school and the Year 12 Personal tutors.

7.2 Ensure content for blogs is updated in a timely manner on the Website.

7.3 Ensure late arrival students are given copies of blog materials.

8 Ad Hoc Support

8.1 Assist with any other task requested by Head of Administration, Deputy Head of Administration, Director of Studies and the Principal.

8.2 Support the Examinations Department during HT4 mock week and the exam period.

8.3 Order and collect of lunches for staff and department meetings.

Hours: Full Time: Monday - Friday (08.30 - 18:00). With the occasional need to work additional hours to fulfil the needs of the role at College events.

Salary: up to £22,500 depending on experience.

Holiday: 20 days, Christmas holiday (around 8 days depending on the year) plus Bank holidays.

PERSON SPECIFICATION	
Criteria	Preferred
Qualifications	Bachelor's degree is preferred but not essential
Experience	Experience in a school/college reception/office environment is preferred
	Demonstrated experience of Mac, MS Word, MS Excel and Gmail
	Experience of entering data and dealing with queries on a computerised system
	Experience with Social media is preferred but not essential
	Awareness of the range of needs and expectations of students and visitors to the College
Skills/competencies	Ability to organise and prioritise workloads
	Good organisational and time management skills
	Excellent telephone manner
	Proven skills in handling queries from visitors and students with courtesy, tact and discretion
	Effective written and oral communication skills
	Ability to work flexibly to meet changing needs
	Ability to work effectively as a team member and to remain calm under pressure
Personal attributes	Ability to relate to people from diverse backgrounds and cultures
	Commitment to educational values

	Commitment to the provision of a high quality, customer-focused service
	Commitment to understand and promote safeguarding and to understand and promote equality of opportunity.