

**Job Description**

**POST**: **Receptionist/Administrator**

**RESPONSIBLE TO: Principal**

**GRADE: Salary point , SCP 04 - 06**

**(£21795.00 to 22587.00 p.a. pro-rata for part time incl. OLA)**

**Plus final salary pension scheme**

**KEY RELATIONSHIPS:** Academy Leadership Team; relevant teaching and support staff; parents, children, external agencies; other Oasis Academies and Oasis Community Learning central staff

**LOCATION: Oasis Academy Byron**

**WORKING PATTERN:** 20 hours per week – Monday to Friday term time only

**JOB PURPOSE:** Under the instruction/guidance of senior staff; provide general administrative support to the school.

**DISCLOSURE LEVEL:** Enhanced

1. **Duties and Responsibilities:**

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| **1.1**  **1.2** | Undertake reception duties, answering general telephone, email and face to face enquiries and signing in visitors in accordance with safeguarding requirements  Maintain manual and computerised records/management information systems | |
| **1.3**  **1.4** | Provide general clerical/administration support to the Academy’s administrative functions  Assist in arrangements for school trips, events and after-school clubs. | |
| **1.5**  **1.6** | Taking and making telephone calls/texts and delivering messages as appropriate  Photocopying, filing, faxing, emailing and completing routine correspondence | |
| **1.7** | Assist with pupil first aid/welfare duties, looking after sick pupils and liaising with parents/staff etc. | |
| **1.8**  **1.9** | Receiving and sorting incoming mail and deliveries for distribution to appropriate staff, recording, stamping and posting outgoing mail  Maintain stationery and first aid stock and supplies, cataloguing and distributing as required. | |
| **1.10**  **1.11**  **1.12**  **1.13**  **1.14**  **1.15**  **1.16**  **1.17**  **1.18** | Produce lists/information/data as required e.g. pupils’ data  Undertake typing and word-processing and other IT based tasks  Undertake administrative procedures  Maintain and collate pupil reports  ~~Undertake routine administration of school lettings and other uses of school premises~~  Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, MIS, internet)  Operate uniform shop within the school  Provide general advice and guidance to staff, pupils and others | |
| **1.21** | Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with | |
| **1.22** | To ensure all tasks are carried out with due regard to Health and Safety and Confidentiality | |
| **1.23** | To undertake appropriate professional development including adhering to the principle of performance management | |
| **1.24** | To adhere to the ethos of the Academy | |
|  | **1.24.1** | To promote the agreed vision and aims of the Academy |
|  | **1.24.2** | To set an example of personal integrity and professionalism |
|  | **1.24.3** | Attendance at appropriate staff meetings and parents evenings |
| **1.25** | Any other duties as commensurate within the grade in order to ensure the smooth running of the Academy | |

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

1. **Health and Safety Statement**

So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Oasis Community Learning Health and Safety policy, departmental policies and codes of practice.

1. **Safe Guarding Statement**

Oasis Community Learning is committed to the safe guarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Executive Board to ensure the safety of all young persons within its care.

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

**Signed:**

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| **Employee:** | | **Line Manager:** | |
|  | |  | |
| **Print Name** |  | **Print Name** |  |
| **Date** |  | **Date** |  |

**Person Specification**

**Administration and Organisation**

1. **Our Purpose**

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a ‘can do’ culture which nurtures confident and competent people.

1. **Oasis Ethos**

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Education Charter document which accompanies this job description.

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Educated to GCSE level in English and Math |  |
| **Experience, Skills & Knowledge** | * A good working knowledge of Microsoft Office suite (Excel, Word, PowerPoint) * Prior office administration experience completing a range of office functions. * Excellent spoken and written communication skills * Ability to take ownership of tasks and see multiple tasks through to completion. * Pro-active learner in terms of systems, procedures and specific software. * Self-motivated, being able to work independently as well as part of a team. * Sound problem analysis and problem-solving skills. | * Experience of working as a Receptionist or in other customer service environment * Experience within a previous educational administration environment would be helpful. |
| **Personal Qualities** | * An understanding of the importance of confidentiality, tact and discretion and the ability to display these attributes. * Enthusiastic approach to customer service. * Methodical; possessing the drive and determination to see things through to a high standard. * Commitment to safeguarding and promoting the welfare of children and young people * Willingness to undergo appropriate checks, including enhanced DBS checks * Motivation to work with children and young people * Ability to form and maintain appropriate relationships and personal boundaries with children and young people * Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline * Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos. |  |