 

**NORTON COLLEGE**

Langton Road, Norton, Malton, North Yorkshire, YO17 9PT

Tel: 01653 693296

Email: ls@nortoncollege.net

**Administration Assistant/Receptionist**

 **Grade C/D, Scale Points 2 – 6, £18198 - £19698 per annum pro-rata or £9.43 to £10.21 per hour**

Part time, 2 days, term time only inc. teacher training days plus 2 days

**Fixed term until 31 August 2023 – with the possibility of becoming permanent**

**Required from September 2022.**

We are looking to appoint a dynamic person to work within the very busy environment of the main office who will be able to provide an excellent administrative and reception service to the College. The candidate should possess a high degree of organisational and customer service skills in order to handle the variety of tasks that need to be undertaken for the role.

Main duties will include reception duties, handling enquiries, typing letters, filing, photocopying, stationery orders and any other administrative and clerical duties as required.

Norton College is a ‘Good’ and rapidly improving school, which was graded “Good” in October 2017 in all categories. The College has a clear vision for continued improvement which is centred around building self-belief in students and working hard with them.

Please feel free to speak to Lynne Stokoe if you are interested in the post and would like any further information.

Please download your application pack from the Norton College website at: [www.nortoncollege.net](http://www.nortoncollege.net)

The School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced Disclosure & Barring Service check.

**Closing Date:** Wednesday 10 August 2022

**Interview Date:** Week commencing 15 August 2022

If you have not heard anything by Friday 12 August, please assume your application has unfortunately been unsuccessful.

Headteacher: Mr Tim Johnson

Deputy Headteacher: Mrs C Edwards

Langton Road, Norton, Malton, North Yorkshire, YO17 9PT

Tel: 01653 69 32 96

Fax: 01653 69 33 38

Email: admin@nortoncollege.net

Website: nortoncollege.net



Our Ref: TJ/LS

July 2022

Dear Applicant

**ADMINISTRATION ASSISTANT/RECEPTIONIST – REQUIRED SEPTEMBER 2022**

Thank you for your request for information and the interest you have shown in the post of Admin Assistant/Receptionist.

I do hope that you will apply to join our College and, if you do, please complete the application form including a letter of application of no more than two sides of A4, addressing these issues:

* the experience you have that fits you for the post;
* your suitability for the post, particularly the qualities mentioned on the enclosed person specification.
* Job Description
* Person Specification
* Advert
* Why work at Norton College?

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced Disclosure & Barring check.

Thank you for the interest you have shown in this post. I look forward to receiving your application. Application forms can be downloaded from the Norton College Website and sent via email to ls@nortoncollege.net. CV applications will not be accepted.

Yours faithfully



Mr Tim Johnson

Headteacher

Headteacher: Mr Tim Johnson

Deputy Headteacher: Mrs C Edwards

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**Job Description**

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| --- | --- |
| **POST:** Administration Assistant/Receptionist |  |
| **GRADE:** Grade C/D, Pay Points 2 - 6  |
| **RESPONSIBLE TO:** Office Manager |  |
| **HOURS:** 2 days per week, term time only (includes teacher training days) plus 2 days  |
| **JOB PURPOSE:** | To provide an effective administrative support service to the Headteacher and the College. |
| **JOB CONTEXT:** | Works within the busy environment of the school office providing administrative and reception service, where excellent organisational skills are essential in order to handle the variety of tasks the need to be undertaken. Enhanced DBS clearance required  |
| **ACCOUNTABILITIES / MAIN RESPONSIBILITIES** |
| **Operational**  | Assist in the provision of administrative, clerical support including;Dealing with enquiries by staff, pupils and parents, either in person or via telephone, email or letterAdministering the central college e-mail addressOrdering stationery and stock controlThe distribution of pupil lockers and keysElectronic reconciliation of moniesTyping, filing, photocopying, archiving etcCirculating information electronically amongst staff, pupils and their parents Communicating within the school setting (staff, pupils and parents), liaising with other institutions, external agencies and local authorities.Provide First Aid to students and maintain accurate recordsMaintain the college postAdministrating and maintaining student medication |
| **Communications**  | Communicate effectively with other staff, visitors, contractors, pupils and their families/carers. Remember and understand the procedures and legislation relating to confidentiality issues that apply to your job role. Liaise with parents, staff, pupils and external agencies as required Ensure the delivery of an efficient reception service |
| **People/Resource management**  | Participate in the school’s performance management scheme.Attend staff meetings and training days and management team meetings. Participate in training & other learning activities  |
| **Safeguarding**  | Adhere to data protection legislation Maintain confidentiality as appropriateBe responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and encounter, by knowing who to report your concerns to. Have an awareness and basic knowledge where appropriate of the most recent legislation.  |
| **Systems and Information**  | Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. Share information as appropriate in writing, by telephone, electronically and in person. Maintain and update accurate computerised and manual records as appropriate  |
| **Data Protection** | To comply with the County Council’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality. |
| **Health and Safety** | Be aware of and implement your health & safety responsibilities as an employee and where appropriate any additional specialist or managerial health & safety responsibilities as defined in the Health & Safety policy and procedure.  |
| **Equalities** | We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.Ensure services are delivered in accordance with the aims of the equality Policy Statement. Develop own and team members understanding of equality issues.  |
| **Customer Service** | The College requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.The College requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. Understand your own role and its limits, and the importance of providing care or support.  |
| **Date of Issue:** | December 2021 |

Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation.

All staff are required to comply with the Organisation's policies, procedures and ethos. In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the organisation's policies and supporting documentation in respect of these issues.

**PERSON SPECIFICATION**

**Administrative Assistant/Receptionist**

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| --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Training*** Minimum 4 GCSE (A-C) (English Language and Mathematics essential) or equivalent
* A good level of IT literacy and to be confident in word processing.
* Appropriate first aid training (training will be given if not already qualified)
* An understanding of the school’s management information system (SIMS).
 | XX | XX |
| **Experience*** Admin experience
* Working within a school environment
 | X | X |
| **Skills & Knowledge*** Computer literate
* Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, suppliers, clients and external agencies
* Knowledge of admin and office systems
* Knowledge of school procedures
* Knowledge of Health & Safety regulations and procedures
* Literacy and Numeracy skills
* Judgmental skills
* Ability to work to deadlines
 | XXXXXXXXX |  |
| **Personal Qualities*** Attention to detail, neatness and accuracy
* Organisational skills
* Ability to work as part of a team
* Confidentiality
* An ability to stay cool and be sympathetic in difficult situations
* Maintain a high degree of professionalism, customer service and discretion
 | XXXXXXX |  |
| **Other Requirements*** To be committed to the Organisation’s policies and ethos
* To be committed to Continual Professional Development.
* Motivation to work with children and young people.
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
* Enhanced DBS clearance required
 | XXXXX |  |
| **Equal opportunities*** To assist in ensuring that the Trust’s equalities policies are considered within the College’s working practices in terms of both employment and service delivery
 | X |  |