



## JOB DESCRIPTION

Job Title: **Administrative Assistant (Receptionist)**

Employer: **University of Brighton Academies Trust**

Location: **Academy based**

Grade: **4**

Responsible to: **PA to Principal and Office Supervisor**

## PURPOSE OF THE ROLE

1. To provide administrative and organisational support within the Academy Office and act as a welcoming first point of contact for pupils, parents and visitors to the academy.
2. To undertake general administrative tasks within the academy and to administer first aid.

## KEY RESPONSIBILITIES

- 1. To provide administrative and organisational support within the Academy Office and act as a welcoming first point of contact for pupils, parents and visitors to the academy.**
  - 1.1. Maintain a friendly, welcoming and continuous presence in the front office, monitoring all entries and exits to the academy and ensuring all safeguarding procedures are adhered to in respect of pupils within the Academy
  - 1.2. Greet and receive visitors to the Academy and ensure they sign in and out in accordance with the Academy's procedures and safeguarding requirements and monitor the e-signing-in station
  - 1.3. Deal with general day to day queries from staff, pupils and parents, and address and resolve all visitor and telephone enquiries in a timely manner, forwarding messages to the colleagues as required
- 2. To undertake general administrative tasks within the academy and to administer first aid**
  - 2.1. Check and replenish stationery stock and first aid supplies and to keep an up to date inventory of equipment
  - 2.2. Under the direction of the Office Supervisor:
    - 2.2.1. assist with finance purchasing administration of curriculum and related resources, including checking stock levels and raising / receipting purchase orders

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- 2.2.2. assist with the engagement of agency / supply staff, including raising / receipting purchase orders
- 2.2.3. assist with ID checks for newly appointed staff in conjunction with the People department
- 2.2.4. assist with administrative support for the development of risk assessments and incident reporting in accordance with Trust policies and guidance in relation to students, staff, visitors and third party contractors
- 2.2.5. assist with the admission of new pupils to the academy and pupils who are leaving to join new schools, ensuring pupil records are updated accurately
- 2.2.6. assist with communications and other processes in support of pupil attendance at the academy
- 2.2.7. assist with a range of academy events and meetings, including after school events, e.g.
  - providing hospitality (and refreshments) to visitors
  - arranging meetings and ensuring matters arising are dealt with by the appropriate person
  - organising and coordinating arrangements for academy events as required
- 2.3. Support with the preparation, duplication and distribution of newsletters, reports, school booklets, notices etc.
- 2.4. Complete administrative tasks as requested by the Office Supervisor and Academy Principal
- 2.5. Administer first aid to pupils, staff and visitors throughout the day, including pupil break times, completing all necessary paperwork, reporting and incident report. Supervise children who are unwell, contacting parents as required

### **3. Other Responsibilities**

- 3.1. Prioritise and plan own work efficiently and to provide high quality services
- 3.2. Participate in mandatory training, professional development and performance management activities as defined by the Academy and Trust's policies and best practice
- 3.3. Carry out activities in line with the Trust's policies, in particular in relation to Health and Safety, Safeguarding, Data Protection (GDPR) and Equal Opportunities

## PERSON SPECIFICATION

| REQUIREMENT                         | CRITERIA  | ASSESSMENT METHOD                   |                                     |                                     |
|-------------------------------------|---|-------------------------------------|-------------------------------------|-------------------------------------|
|                                     |   | APPLICATION                         | INTERVIEW                           | EXERCISE                            |
| <b>EDUCATION AND QUALIFICATIONS</b> |   |                                     |                                     |                                     |
| Essential                           | QCF level 2 in English and Maths or ability to pass assessment at interview   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Essential                           | Appropriate and current First Aid certification or a willingness to undertake training  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <b>KNOWLEDGE AND EXPERIENCE</b>     |   |                                     |                                     |                                     |
| Essential                           | Being a member of a Reception or Front Office team  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Essential                           | Providing support and high quality support services to colleagues and visitors  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Essential                           | General clerical, administrative and financial work   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Desirable                           | Working with children and/or within a school environment  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <b>KEY SKILLS AND ABILITIES</b>     |   |                                     |                                     |                                     |
| Essential                           | Standards of numeracy and written English   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Essential                           | IT skills, use of computers and Office applications   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Essential                           | Knowledge of (or willingness to learn) about statutory guidance for schools in relation to Safeguarding, Health and Safety and data management (GDPR) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Essential                           | Active and responsible listener   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Essential                           | Ability to prioritise and complete varied tasks within a busy office environment  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

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|           |  |                          |                                     |                          |
|-----------|--|--------------------------|-------------------------------------|--------------------------|
| Essential | Calm, pleasant and inclusive manner and the ability to adapt communication style to suite the person and situation | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|-----------|--|--------------------------|-------------------------------------|--------------------------|

## PERSONAL ATTRIBUTES

|           |  |                                     |                                     |                          |
|-----------|--|-------------------------------------|-------------------------------------|--------------------------|
| Essential | Committed to the values, vision and mission of the Trust and to working to achieve best outcomes for all our pupils                    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Essential | Committed to safeguarding our pupils, staff and volunteers and upholding exacting standards of equality and inclusion and data privacy | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Essential | Enthusiasm, resilience and a professional manner   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Essential | Actively identifies opportunities for personal development   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

## ADDITIONAL INFORMATION

This post will be subject to an Enhanced DBS Check.

This post is exempt from the Rehabilitation of Offenders Act (1974) – Applicants must be prepared to disclose all criminal convictions and cautions, including those that would otherwise be spent under the Act.

The University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## DOCUMENT INFORMATION

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may, however, be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

Approval Date: **EXT494 May 2024**

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