



Job Title: Receptionist and Admin Assistant
Grade: BTC Scale 03.

The success of the Bridgwater and Taunton College Trust will be underpinned by two fundamental beliefs:

Students come first: First and foremost, the purpose of the Trust is to enable students to achieve their potential, and it is this principle that drives how we make decisions and how we act. It is expected that anyone who joins or forms part of the Trust shares this philosophy.

We are team players: Whilst every colleague has a specific role to fulfil, we expect all staff to communicate with compassion, treat others with positive regard, collaborate and behave with professionalism. In our colleagues we seek energy, passion, initiative and cooperation, as well as acting in a way that promotes a positive image of the Trust in the wider community.

Our values

We are ambitious, collaborative and inclusive.

We believe that every role contributes to our students achieving. We are a values driven organisation and strongly feel a shared sense of purpose. We behave in a way that puts our students at the forefront of our actions and decisions making, we champion equality of opportunity and respect our colleagues, our students and our community. We believe passionately that all individuals are entitled to learn and should be encouraged to do so.



Core Purpose

Undertakes a wide range of administration duties under the direction of the Head's PA/Admin Team Manager, inclusive of student admissions and transition tasks.

Assists on reception when cover is required, where they will undertake receptionist/telephonist duties, ensuring all callers receive an efficient, effective service and to be the primary contact between the Academy and the community.

Main Responsibilities

The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.

Student Admissions/ Leavers/Transition

- First point of contact for new parents for admission related enquiries.
- Updating Admission forms and other admission documents required.
- Input of details to SIMS and import and export of CTF files.
- Liaison with other schools and Somerset County Council Admission Department/Core Data Team.
- Obtaining student files from previous schools and filing.
- Issue and collation of Admission forms and other documents.
- Dealing with In-Year Transfer Information requests from new schools.
- Collation of information for Leavers files for transfer to new schools.

General administrative tasks

- Undertaking secretarial duties for other members of staff as directed by the Heads PA/admin manager, including reprographics, typing, filing, shredding etc.
- Producing, editing, and proof-reading letters/correspondence under the direction of the Heads PA/Admin Manager.
- Recording and maintaining student data on SIMS, ensuring all data is correct and up to date.
- Carrying out subject access requests, with the help from the Trust's Data Officer.
- Maintenance of the student filing system.
- Production of the College Newsletters, leaflets, and posters.
- Helping the Assistant Headteachers prepare for parents' evenings, open evenings and events.
- Setting up and running the parents evening booking system.

- Coordinating with the Heads of Departments and teachers regarding student nominations for presentation evenings and rewards assemblies; the updating of extra-curricular activity documents, parents evening bookings and newsletter entries.
- Liaising with the Transport Office, updating college bus routes and distributing bus passes.
- Negotiating prices and booking of mini-busses and coaches for trips/visits.
- Sixth Form administrator directed by the Assistant Headteacher in charge of Sixth form. This includes the scheduling of sixth form interviews.
- The running of system reports.
- Maintaining and updating of the information listed on the college's website.
- Annual Archiving Tasks

Reception cover

- Receives telephone calls and logs messages on the communication tracker for the relevant members of staff.
- Greets visitors, ascertains purpose of visit, completes sign-in/out procedure (for visitors and pupils), issue badges and contacts appropriate member of staff to collect them. If appropriate, deals with enquiry directly or seeks advice from the appropriate authority.
- Dispatches, records, franks, post/parcels.
- Deals with and signs for deliveries to the Academy, records deliveries, notifies the Finance team, arranges with caretaker for the appropriate distribution, or storage.
- Ensures the reception areas are kept hazard free, clean, and tidy, this includes the plasma screens.
- Ensures all information, displays and literature is relevant and up to date.
- Follows guidelines regarding the authorisation of pupils to leave Academy premises.
- Responsible for receiving Academy related items from parents to give to pupils.
- Call parents when students are unwell.

Other Requirements

- Willing to be trained up as a first aider.
- Fire warden duties.
- Responsible for the health and safety and welfare of themselves and others.
- To be responsible for the safeguarding and promotion of the welfare of children.
- To be a team player and contribute within your own capabilities



towards the Academy vision.

- The post-holder may from time to time be required to carry out other duties commensurate with the role.
- To have experience with Mail Merge and Microsoft Excel

Other Duties

- Attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses
- Promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.
- Responsible for the health and safety of themselves and others
- Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues
- Be a team player and contribute towards the vision, culture and ethos of the Trust
- From time to time, you may be required to carry out other duties commensurate with the role.

Person Specification

Area to be assessed	Essential criteria	Desirable criteria
Safeguarding	Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people.	
Qualifications/Experience	<p>Must have at least 5 GCSEs at Grade C/Grade 4 (or equivalent) or above, to include English and maths.</p> <p>Have a high degree of professionalism, discretion and able to maintain confidentiality.</p> <p>Committed to continuous professional development, seeking opportunities to constantly improve their practice</p>	



Knowledge/Skills	<p>Have exceptional communication skills.</p> <p>Have outstanding attention to detail.</p> <p>Have outstanding organisational skills. Have exemplary interpersonal skills.</p> <p>Have excellent customer service skills.</p>	