

JOB DESCRIPTION

COMMUNITY RECEPTIONIST / ADMINISTRATION ASSISTANT

Salary: West Sussex Scale 4, points 5-6

Hours: 15 hours per week, term time only (Thursday & Friday, 8.45am - 4.45pm)

PURPOSE

As part of the support staff team you will work under the guidance of the Student Services and Cover Manager to provide reception duties and general administration support.

ORGANISATION

The post holder reports to the Student Services and Cover Manager.

RESPONSIBILITIES

Community Reception

- The post holder will be based on the Community Reception Desk and be responsible for all associated duties for the duration of the hours worked
- Meeting and greeting external visitors
- Dealing with deliveries
- Dealing with general queries from visitors, staff, students and external hirers
- Action emails received at the Community Reception email inbox
- Sharing with colleagues the responsibility for the reception appointment and meeting room diaries
- Maintain awareness of safeguarding duties and responsibilities in relation to external visitors
- Manning main school telephones during busy periods
- Liaising with Student Reception

General Office duties as and when required may include:

- General typing and administration support
- Undertaking occasional Invigilation of examinations
- Providing admin support for the Premises team
- Performing any other clerical duties as directed by the Student Services and Cover Manager

Skills Needed

- Excellent and accurate keyboard skills
- Meticulous attention to detail
- Diary management experience
- Good working knowledge of Word and Excel
- A flexible attitude and ability to use own initiative and effectively plan and prioritise own workload
- Be positive and well organised with good inter-personal skills
- Have an interest in the local community