

MELBURY COLLEGE JOB DESCRIPTION

Job Role: Receptionist/Admin Assistant

Scale ME4: £28,617 FTE, Actual £23,416



Fixed Term Contract (1 year)
(39 weeks a year – 30 hours per week)

Lavender Campus

Job Title: Admin Assistant	Responsible to: Finance/ Officer
Responsible For:	- The Admin Assistant will contribute to Melbury College's vision of achieving the best possible outcome for every pupil by providing administrative support to Lavender Campus - Play a key role in the well-ordered and smooth running of reception and all required administrative procedures.

Line Management: n/a

Generic Duties and Responsibilities

Administration

- Ensure that adequate supplies of reprographic supplies/first aid/stationery are ordered and maintained.
- To maintain pupil data on SIMS database and set up new pupil files.
- To undertake the administration and reporting of exclusions to all service providers.
- Co-ordinate lunches for students as necessary.
- To coordinate lost property, clothing bank and food bank.
- General clerical duties to include photocopying, scanning, filing on a daily basis.
- Reporting items to the site team as appropriate.
- To manage reception including monitoring student entry and exit and logging this on the attendance register
- Answering the phone and liaising with parents/carers/external agencies and the school with regards to absence.
- Deal with callers and visitors to the school where appropriate on behalf of the Headteacher and Executive Headteacher.
- Undertake filing and other office duties including typing, word processing, photocopying and IT based tasks.
- Provide personal administrative and organisational support to other staff as required and agreed with line manager.
- Manage manual and computerised record/information systems

General Duties

- To attend team meetings and training sessions as required.
- Comply with all school policies and procedures including those relating to child protection, health, safety and security, confidentiality, code of conduct and data protection, reporting all concerns to an appropriate person.
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with health, safety & welfare.
- Be aware of and support difference and ensure equal opportunities for all.
- Participate in training and other learning activities and performance development as required.
- To carry out any other duties as may reasonably be required by Line Manager, Headteacher or the Executive Headteacher

Signed:	Post Holder:	Date:
Signed:	Executive Head Teacher: Carla Chandler	Review Date:

PERSON SPECIFICATION

Qualifications/Training

Good GCSEs/O-levels (Grade A*-C) or equivalent including English and Maths as a minimum	Essential
Fully competent in using MS Office, including Word and Excel. Training and experience of office administration, word processing and computer information systems	Essential
Previous administration experience	Essential
Experience of using SIMS	Desirable

Skills

Work constructively as part of a team, understanding the setting roles and responsibilities and your own position within these	Essential
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	Essential
Excellent interpersonal skills, particularly the ability to relate to vulnerable young people, parents, colleagues and external 3 rd parties	Essential
Demonstrate a willingness to take responsibility for continued professional development	Essential
Excellent organisational skills / time management / ability to prioritise and organise own workload / able to work to deadlines	Essential

Knowledge Base

Understanding of safeguarding and child protection issues	Essential
Excellent literacy and numeracy skills	Essential

Experience

Experience of managing 3 rd parties and external organisations	Desirable
Experience of having worked in a school environment	Desirable
Experience of working with young people with additional needs	Desirable

Attitude / approach

Honesty and integrity	Essential
Professional and approachable attitude	Essential
Willingness to learn new skills and attend training	Essential
Self-motivated with a positive 'can do' approach to work	Essential
Reliable	Essential
Well presented	Essential
Flexible over working hours according to the needs of the school	Essential