

## Receptionist/Admin Assistant

Advertised internally and externally

**CONTRACT TERM:** Permanent

**Salary:** NJC Pay Scale Points 2-9 (£22,366 – £25,119 FTE)

**Contract Type:** Full Time, 37 Hours (Term-Time Only Plus 1 Week Training and 3 Weeks Holiday Cover)

**Hours** 8.00 am – 4.15 pm Monday to Thursday

8.00 am – 2.30 pm Friday

30 Minute Break (Unpaid)

**START DATE:** As soon as possible

**CLOSING DATE:** Wednesday 10<sup>th</sup> April 2024

**INTERVIEW DATE:** Tuesday 16<sup>th</sup> April 2024

The Smith Foundation is committed to safeguarding and promoting the welfare of children and adults and expects all staff to share this commitment. Our recruitment process aims to create and maintain a safe workforce and contains robust vetting procedures. The successful applicant will be appointed subject to references and enhanced DBS check (this is a position working in regulated activity). The successful candidate will be subject to a rigorous safer recruitment process and must adhere to a strict code of conduct regarding behaviour at all times. Shortlisted candidates will be subject to online searches in accordance with KCSIE 2023.

**Due to the continued growth of the organisation, we are looking to appoint an enthusiastic, proactive, and effective Receptionist/Admin Assistant.**

- Are you looking to build a career in Education?
- Do you have strong organisational and communication skills to work within an effective central, administration team?
- Do you have the ability to work on your own initiative but also be a key team player?
- Are you a confident, highly motivated and efficient individual who can manage multiple tasks concurrently with a keen eye for detail?
- Do you have a positive attitude and mindset which mirrors the physical and mental health and wellbeing ethos of the Smith Foundation?

The successful candidate will possess the necessary qualities to play an integral role in the smooth running of the Smith Foundation's Central Services function.

### APPLICATION INFORMATION

Visits to The Smith Foundation are essential. For further information on this post please contact the HR department on email address: [HR@thesmithfoundation.org.uk](mailto:HR@thesmithfoundation.org.uk)

All our roles are by application via TES.com. Please apply by visiting our vacancies page on the Foundation website <https://www.whsschool.org.uk/about/vacancies/> (please note we do not accept CV's).

*"Staff are incredibly proud to work here. They receive regular training, including for safeguarding, which encourages them to help the school constantly progress." (Ofsted 2023)*

## JOB RESPONSIBILITIES

### The successful candidate will have the appropriate skills to:

- Work within the Central Services Team to provide professional administrative support to the Head of Central Services and Business Support Manager, to ensure future success and further improvement.
- Become an established member within the Central Services Team, embracing all areas of the foundation's services to ensure high quality provision.
- Produce work to a high level of accuracy and demonstrate attention to detail.
- Manage a number of tasks concurrently.
- Communicate clearly and confidently (both verbal and written)
- Cover in reception in a friendly and professional manner.
- Take meeting minutes.
- Manage own workload
- Build relationships with key stakeholders including colleagues, to support the delivery of organisational priorities and opportunities.

### The successful applicant will:

- Be educated to level 4/5 or grade C or above in Maths and English
- Be proficient in Microsoft packages
- Have proven experience within administration
- Have excellent communication and organisational skills
- Be confident and highly motivated
- Be able to work on own initiative
- Have experience of working in a fast-paced office environment
- Be dynamic and forward thinking
- Be passionate in motivating, inspiring and safeguarding young people and team members
- Be honest and act with integrity, be trustworthy and understand the need for confidentiality
- Embrace and support the school's Quality of Life and Positive Behaviour Support ethos
- Have a positive attitude and mind-set, embracing the positive physical and mental health and wellbeing ethos. This includes role modelling self-care and reflection as part of our wider curriculum
- Have the ability to promote and celebrate diversity, collaboration, and equality in the school at all times.

## OUR OFFER

- A friendly and inclusive working environment.
- Opportunities to truly enrich the lives of our children and young adults and make a positive difference.
- A Quality of Life and Well-being programme of activity, experiences and gifts.
- A competitive defined contribution pension scheme.
- An employee assistance healthcare cashback plan.
- Life Assurance Scheme (4x annual salary).
- A full induction programme, including an outstanding network of support.
- A learning and development programme and continuing professional development.
- Assistance with childcare savings and cycle to work scheme.
- Subscription to Head Space, Perks at Work and Discount for Teachers online apps which offers hundreds of discounts and benefits.
- 50% towards the cost of branded work wear.
- Personal health and fitness training, and a financial advisory service.
- Free staff lunches and on-site parking.
- Staff Savings Scheme.
- One life day and one additional life day if 100% attendance is achieved.
- BUPA Membership.
- Mobile Phone & Remote Working Technology.
- An attractive salary.