

Job Profile: **Receptionist / Admin Assistant**

Salary scale:	B1, SCP 4 - 6
Working hours:	30 per week (flexible)
Academy/department:	Lightcliffe Academy, Admin Department
Responsible to:	Office Manager
Nature of contract:	Permanent

Job purpose:

- To provide a range of administrative and reception functions to effectively support teaching and learning within the academy.
- Making visitors to the Academy feel welcome including answering questions and/or directing these communications to the correct department/staff member.
- Undertake a wide range of administrative tasks, using Microsoft programmes and the schools' management information system, Arbor.
- Providing a comprehensive service to staff, students and governors.

Job specific responsibilities:

- To be the welcoming face to the Academy, greeting visitors to the site.
- To work as part of a team, as well as on your own initiative
- To prioritise work to meet conflicting deadlines
- To maintain accurate records and track progress of work
- To undertake a broad range of administrative and reception duties
- To make a significant contribution to the academy's key priorities through tasks such as attendance recording, monitoring and communication, as part of the drive to improving attendance and reducing persistent absence
- To use IT applications and databases effectively to deliver administrative tasks
- To input and retrieve data using computerised systems
- To collate and prepare information from a variety of sources
- To communicate effectively with visitors, staff and students in relation to work undertaken
- To work with others to help improve work organisation and effectiveness
- To support with marketing including:
 - ❖ Obtaining prices
 - ❖ Coordinating academy tasks, leaflets, banners etc
 - ❖ Assisting with parents' evenings or other specific events
 - ❖ Daily updating of social media platforms – approval required from the Head of School before anything is uploaded
- Undertake as requested by senior staff any other tasks commensurate with the general nature of the post
- Offering support to other areas of the school during busy periods i.e. exams, attendance etc.
- To work in the admin office when required.
- To work as a midday supervisor when required.

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- The postholder must carry out his/her duties with full regard to the academy's child protection, equalities and other relevant policies in terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner

Abbey MAT responsibilities

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services delivered, in a fair and consistent manner.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this profile, but which is in line with the general scope, grade and responsibilities of the role.



People Profile:

Aptitudes, qualities and values:	Essential	Desirable
Excellent communication skills	✓	
Able to deal calmly with different situations as they arise	✓	
Self-motivated with the ability to work under pressure and be proactive	✓	
Understand and respect the principals of confidentiality	✓	
A team player with enthusiasm and commitment	✓	
Qualifications, knowledge, skills and experience:	Essential	Desirable
Good general level of education to GCSE or equivalent including maths and English GCSE A* - C or equivalent	✓	
Word and Excel recognised qualification		✓
First Aid trained		✓
Able to process documentation using Microsoft packages	✓	
Able to accurately input/retrieve data information from information systems	✓	
Abel to work as part of a team	✓	
Able to prioritise work to meet conflicting deadlines	✓	
Able to communicate effectively with a wide range of people	✓	
Previous experience working in a school or educational environment		
Previous experience of working in a team in an office environment	✓	
Experience of working unsupervised and managing own workload	✓	
Experience of using social media platforms for marketing purposes		✓
Previous marketing experience		✓
Experience of working on a busy reception desk		✓
Safeguarding and promoting the welfare of students:	Essential	Desirable
Appropriate motivation to work with children and young people	✓	
Ability to maintain appropriate relationships and personal boundaries with children and young people	✓	
Comply with the Trust's commitment to the protection and safeguarding of children	✓	

Our Trust mission:

In Partnership to Educate, Nurture and Empower

Our Trust vision:

Abbey Multi Academy Trust is committed to providing high quality education for all within an environment which is welcoming, disciplined and purposeful. Through a range of opportunities including academic, cultural and spiritual, our students and staff are empowered and nurtured to flourish and live 'life in all its fullness' (John 10:10).

www.abbeymat.co.uk

