

Chief Executive: Mr Tarun Kapur CBE

Chairman: Mr Damian McGann

Dear Applicant,

Thank you for your interest in the position of **Receptionist/Administration Assistant** based at

Dean Trust Ardwick, 345 Stockport Road, Ardwick, Manchester, M13 0LF.

Salary – Band 2 Point 4 – 5 £18,933 - £19,312 per annum, pro rata. Actual Salary £17,446.

* 41.25 hours per week, 7.30am – 4.30pm Monday to Friday
* Term time only including 5 INSET days plus 3 weeks during periods of school closure
* Local Government Pension Scheme – Greater Manchester Pension Fund

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust please visit: [www.thedeantrust.co.uk](http://www.thedeantrust.co.uk)

**Method of Application**

To apply please click on the **'Apply Now'** link on this page or for further information please contact Gill Laws - HR Lead: DTARecruitment@deantrustardwick.co.uk

**Closing Date**

Applications received after the closing time of **10am Monday 7th February 2022** will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 0161 972 2988 or email DTARecruitment@deantrustardwick.co.uk. Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

**Human Resources Department**

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| 345 Stockport Road, Ardwick, Manchester, M13 0LFt: 0161 972 2988e: admin@deantrustardwick.co.uk w: www.thedeantrust.co.ukRegistered in England 8027943 VAT Registration 195 3889 46The Dean Trust is a company limited by guarantee. |  |

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

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| **Job title** | **Receptionist/Administration Assistant** |
| **Reporting to** | **Senior Leader of Business Support & PA to the Headteacher** |
| **Main purpose of job** | The post holder will have responsibility for the reception area providing a professional front of house service to visitors, staff and pupils. Responsibility for ensuring visitors are admitted in accordance with safeguarding protocols is a key responsibility of this role. |
| **Key responsibilities** |
| * To be responsible for the reception area, ensuring a professional ethos is presented to visitors, staff and pupils at all times
* To provide general reception and administration support
* Ensure visitors use the school’s signing in and out system and maintain the system
* Ensure that communication within school is robust and timely, sharing information as appropriate with the correct school staff
* Assist parents with queries on the Parent Pay system for example, school lunch money payments/trip payments
* Maintain the ‘School Comms’ messaging service, ensuring that text/email alerts are sent to parents when required and in a timely manner
* Update and maintain SIMs database with pupil information as and when requested
* Deal with pupils on a one to one basis for issues such as calling home, purchasing stationery & planners
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| **All employees have the responsibility to:** |
| * Ensure any documentation produced is to a high standard and is in line with the brand style
* Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
* Participate in training and other learning activities as required
* Participate in the school/academy Performance Management process
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
* To promote the area of responsibility within the school/academy and beyond
* To represent the school/academy at events as appropriate
* To support and promote the school/academy ethos
* To undertake any other duties and responsibilities as required that are covered by the general scope of the post
* To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher
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The job description will be updated where appropriate in consultation with the post-holder.

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| **Education and qualifications** | **Essential*** A good level of general education including GCSE Mathematics and English Language A\*-C or equivalent
* Ability to undertake further training and development as required

**Desirable*** Additional languages
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| **Experience** | **Essential*** Working with people in a busy environment
* Good use of IT systems with an excellent knowledge of MS Office packages

**Desirable*** Experience of working in a sensitive environment and respecting confidentiality at all times
* Experience of working in a school environment
* Knowledge of safeguarding procedures in relation to visitors in a school environment
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| **Knowledge**  | **Essential*** Ability to consistently produce work of a high standard
* Ability to use own initiative in undertaking tasks with minimal supervision demonstrating proactivity and forward thinking
* Proven communication skills, both verbally and written, and the ability to communicate effectively up to executive level
* Ability to work effectively with a wide range of people and services
* Ability to prioritise workload
* Ability to develop excellent working relationships with colleagues
* Ability to develop and grow along with the school
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| **Skills & Abilities** | **Essential*** Ability to grasp, assimilate and apply information and concepts quickly
* A willingness to undertake all reasonable duties as the role requires
* An enthusiastic, proactive and positive attitude towards young people, parents, visitors and the local community
* Flexible approach to working arrangements/hours and ability to cope with a wide range of tasks in a busy and changing environment
* Calmness under pressure
* Excellent timekeeping and attendance record
* Articulate and attentive to detail
* Self-disciplined and methodical
* Bright and confident personality
* Well presented demonstrating high personal standards
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