



Anns Grove Primary School

Receptionist/Administration Officer

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| Contract Type | 37 hours, term time only | Start Date | January 2024 |
| Contract Term | Permanent | Closing Date | Sunday 26 November 2023 |
| Salary | Grade 3 £23,500 – £23,893 FTE | Location | Anns Road, Heeley, Sheffield |

The School

Anns Grove Primary is a successful and expanding primary school with approximately 400 pupils, serving a fantastic community in Heeley, Sheffield. We are proud to be a part of Mercia Learning Trust.

At Anns Grove Primary School our vision is to be an outstanding school that provides the highest possible quality of education and personal development for our children.

Our classrooms are led by compassionate, enthusiastic, and highly skilled educators who value the development and wellbeing of each child under their supervision. We cherish and appreciate the distinctiveness of each of our students and strive to assist them in growing confidently and flourishing in their unique identity.

Our rich, broad curriculum allows children to develop the necessary knowledge and skills to achieve the best possible outcomes, fulfil their potential and move on to the next phase of their education as successful and ambitious learners.

The Role

We are seeking a high skilled receptionist/administration officer to play a vital role in maintaining an efficient and welcoming administrative environment. Your responsibilities will include:

- Welcoming visitors and serving as the first point of contact for enquiries.
- Ensuring smooth administrative processes.
- Managing tasks efficiently and responding to diverse school needs.
- Contributing to a supportive and inclusive school culture.
- Engaging in all aspects of school life.
- Providing administrative support to teachers, staff, and the school leadership team.
- Upholding the school's policies and procedures.

The Candidate

The ideal candidate should demonstrate a meticulous attention to detail, show flexibility to adapt to evolving situations while acquiring new skills. Excellent communication skills, both with children and adults, are vital, as is proficiency in utilising relevant technology and equipment. A can-do mindset that aligns with the team's positive culture is highly desired. Joining a compact team of 2, you'll be a pivotal part of the school's mission and collaborative atmosphere. Working hours will be Monday to Thursday 08:30 – 16:30 Friday 08:30 – 16:00.



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JOB DESCRIPTION

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| Post Title: | Receptionist & Clerical Assistant |
| Salary: | Grade 3 (£23,500 - £23,863 FTE) |
| Hours/Weeks: | 37 hours, term time only |
| Responsible to: | School Manager |
| Responsible for: | N/A |

The post holder must at all times carry out his/her responsibilities within the spirit of Mercia Learning Trust and School policies and within the legislative framework applicable to academies.

PURPOSE OF THE POST

- To work as part of a team providing high level of administrative and clerical support to the school

KEY RESPONSIBILITIES

PURPOSE OF THE POST

- Provide routine general clerical and administrative support to the school

KEY RESPONSIBILITIES:

ORGANISATION

- Welcoming all visitors to the school ensuring signing in procedures are followed, undertaking appropriate safeguarding checks and issuing relevant identification
- Undertake reception duties including answering calls, dealing with face to face enquiries and receiving all deliveries
- Taking messages and screening calls, prioritising as needed and ensuring all messages are passed on promptly by the most appropriate method
- Receiving all deliveries to the school and notifying staff as appropriate
- Liaising with other stakeholders including other schools, external agencies, parents and members of the public
- Keeping the reception area tidy informing the Buildings Supervisor of any health and safety issues

ADMINISTRATION

- To work as part of a team providing high level administrative and clerical support to the school



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- Maintain manual and computerised records/management information systems within the school in a secure and confidential manner, and in accordance with policy and procedures
- Sort and distribute incoming mail. Envelope and post outgoing mail
- Undertake routine clerical tasks
- To update and retrieve student information as appropriate using school systems
- Undertake updates on school social media platforms and the text messaging system
- Assist with the administration of school trips/events etc. as directed
- Monitor and manage stationery/other stock with responsibility for ensuring orders are processed in a timely manner
- Arrange hospitality for meetings and whole-school events where appropriate

RESOURCES

- To operate all computer based and manual administrative and information systems within the school in a secure and confidential manner, and in accordance with policy and procedures.
- Arrange orderly and secure storage of supplies

WORKING ENVIRONMENT AND CONDITIONS OF THE POST

- The post may be required to travel and work within any school in the Mercia Learning Trust

GENERAL DUTIES

- To contribute to whole school events as and when required
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018
- Be aware of and support diversity, ensuring equal opportunities for all
- Develop professional, constructive relationships with other agencies, schools and professionals
- Participate in meetings, training and performance development as necessary
- Recognise own strengths and areas of expertise using these to advise and support others
- Be willing to undertake training and professional development as required of the post
- Any other duties and responsibilities appropriate to the grade and role

PROMOTION OF TRUST VALUES

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility
- To contribute to the overall ethos, work and aims of Mercia Learning Trust
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in the Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.



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- To contribute to trust partnership activities to drive school and trust improvement
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the School Manager to reflect or anticipate changes in the post commensurate with the grade or job title.

Issue Date: Oct 2023

PERSON SPECIFICATION

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|-------------------------|--|
| Post Title: | Receptionist & Clerical Assistant |
| Salary: | Grade 3 (£23,500 – £23,863 FTE) |
| Hours/Weeks: | 37 hours, term time only |
| Responsible to: | School Manager |
| Responsible for: | N/A |

| SPECIFICATION | ESSENTIAL | DESIRABLE |
|------------------------------------|---|--|
| Qualifications and Training | Grade C or above in English and Maths. | Evidence of further Education. |
| Skills and Knowledge | Work within a team or alone Commitment to listen and act on instructions, verbal and written, including health and safety requirements Respond to situations as they arise ie. safeguarding | A strong understanding of School; its culture, climate and values and be able to model |



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| | Effective communicator with both adults and students Willingness to be trained in First Aid | these if appointed to the role |
| Experience | Working knowledge of Microsoft packages | Administration Experience in an educational setting |
| Personal Qualities | Strong moral purpose and drive for improvement Motivated, enthusiastic and flexible Excellent interpersonal skills Good sense of humour Desire to develop yourself Ability to receive and act on feedback Strong attention to detail Ability to work under pressure Commitment to the full life of School Excellent record of attendance | Application form, interview and references |

HOW TO APPLY

All candidates must complete the following application process.

- All applicants must submit a Trust application form. We do not accept CVs or Council Forms. The application form can be found under 'Careers' at www.merctrust.co.uk
- Email your completed application to recruitment@merctrust.co.uk or post it to:

MLT Recruitment Team
Mercia Learning Trust
79 Glen Road
Sheffield, S7 1RB

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.
- All applications that have been submitted via email will receive an email confirming receipt.



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- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information:

- Take a look at www.merctrust.co.uk/careers for more on what it's like working for the trust, what we offer you, and what we're looking for.
- Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 255 0398 or enquiries@annsgrove.sheffield.sch.uk.
- For more information about the application process, please email recruitment@merctrust.co.uk.

The closing date for applications is the end of Sunday 26 November 2023 (midnight)

Shortlisting will take place Monday 27 November 2023

Interviews are to take place Friday 1 December 2023

The small print

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

In accordance with DfE Keeping Children Safe in Education 2022, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Recruitment Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.