



Job Description

Job Title: Reception and Admin Assistant

Reporting to: Office Manager

Grade: 2

Overall purpose of the post:

- To provide administrative support for the Outwood Institute of Education (OIE).
- To provide a professional and efficient Reception service for the OIE.

Main duties and responsibilities:

- Responsibility for answering incoming communications to the OIE;
- Responsibility for greeting and dealing with visitors to the OIE;
- Ensuring all visitors to the OIE are recorded and have completed the relevant signing in process;
- Issuing visitors with the relevant lanyard to ensure that safeguarding procedures are met;
- Ensure event spaces are fully prepared for each event including layout, functioning ICT/audio equipment and ensure refreshments are organised and provided;
- Opening and distribution of all the post delivered to and sent from the OIE;
- Checking and distribution of all parcels delivered to the OIE;
- Contacting the Emergency Services as directed during any emergency;
- General administration and typing duties, including;
 - Inputting and maintaining data in spreadsheets
 - Undertaking electronic filing on a regular basis, ensuring filing systems are kept up to date;

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the OIE's policies and procedures;

- Respect confidential issues linked to OIE work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the Trust's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with Trust policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools, relevant health professionals.

Internal: Students, Staff, Board and Academy Council members, parents and any other visitors to the OIE.