

Location: Redhill Academy Trust's Central Offices, Calverton, Nottingham, NG14 6JZ

Salary: Redhill Academy Trust Pay Scale, Band 6, Scale Points 29 - 32

Hours of work: 37 hours per week, term time only

Responsible to: Director of Operations

Post objective: Perform a wide range of receptionist, administrative and office support activities for the department to facilitate the efficient operation of the Central Offices.

Main Duties and Responsibilities:

- Under the direction of the Director of Operations, provide administrative support to the Central Offices support teams.
- Administration of the room booking system at Central Offices.
- Provide administrative support to staff, if asked within the Operations Team including typing, scanning, photocopying, reproduction and filing of reports, letters, and other correspondence.
- Open, sort and distribute incoming correspondence.
- Organise daily external post.
- Coordinate maintenance of office equipment maintain electronic and hard copy filing system.
- Retrieve documents from filing system.
- Taking and directing calls.
- Fielding and directing sales calls to appropriate colleagues/departments.
- Organizing and maintaining the reception area, including maintenance of plants.
- Keeping Basic Office Supplies stocked for Central Services and visitors to meeting rooms. Placing Orders for stock when replenishment required.
- Signing in visitors and supplying visitor badges
- Setting up meeting facilities, in Central Offices meeting rooms
- Arranging for any catering requirements for meetings and daily office use
- Greeting visitors to the facility warmly and offering them help immediately
- Interacting with other departments such as Information Technology (IT) when someone needs more technical assistance
- Scheduling appointments and meeting times
- Support the administrative function of the Governance Team including agenda production and management, timely collation and circulation of meeting papers, minute taking, follow up of actions as required from the meetings, along with the requirement to maintain highly effective audit trails, version control and tracking processes.

- You will support the organisation and scheduling of a range of meetings to support the Governance team, this will include the full facilitation of meetings and quality assurance of papers/reports and prompting and following up work assigned to senior colleagues to ensure meeting deadlines are met.
- Maintaining front door security and reporting any suspicious activity
- Representing the business with a positive attitude and professional appearance

General

- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the Trust's policies and procedures.
- Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.