

JOB DESCRIPTION

Shireland CBSO Academy is a brand new 11-18 Academy which will open in September 2023.

POST: Receptionist/Administrator

GRADE: Band C

HOURS: 37 hours per week on a rota basis, some evening meetings/events, Term Time + 3 weeks

REPORTS TO: Office Manager

To work as part of a team to assist in organising and managing the administrative support systems and activities that facilitates the effective and efficient running of the Academy, including the day to day function of Reception.

Duties and responsibilities: -

- Reception duties ensuring visitors are welcomed and managed according to safeguarding and other Academy policies and procedures.
- To Provide general administrative support for the Academy.
- Assist with the production of correspondence across the Academy
- Filing and photocopying.
- To assist with the dealing of queries and complaints.
- To use information systems and prepare information for internal use within excel and word and PowerPoint.;
- To assist with the organising and facilitating of meetings and training events within the Academy.
- Deal with enquiries from students and families.
- To help ensure the prompt circulation of information throughout the Academy.
- To liaise with Academy staff as required.
- To liaise with external organisations as required.
- Support at Academy events including open evening and parents' evenings.
- To ensure technology is used in accordance with Academy policies and procedures

- Arrangement of meetings including arrangements for hospitality.
- Support the preparation and distribution of academic reports.
- Provision of administrative support at parents' evenings and academy events.

Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

Any changes arising will take account of salary and status. They will also be subject to discussion and individuals or sections affected and with appropriate trade unions.

The Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.