



## **Job Description**

**Post Title:** Receptionist/Administration Assistant

**Responsible to:** Office Manager

**Grade:** TSAT Support Staff Grade A/B

You will be responsible for providing a high standard of administrative support and you will be highly visible and act professional in your role as the face of the organisation.

### **Reception/Administration**

- Be the first point of contact for parents and visitors, filtering enquiries as appropriate and taking and passing on messages to appropriate staff
- Manage diaries for meeting rooms
- Liaise with caterers regarding food requirements at meetings and events
- Undertake general office duties including; filing, collating, posting, parent communications, photocopying, scanning
- Maintain information systems, databases and other associated records, both paper and computer based, and producing data for statistical reports or returns as requested.
- Undertake general typing tasks including maintenance of spreadsheets, newsletters
- Assist with administration of pupil admissions to the Academy
- Manage complaints by parents and passing on the relevant information to the correct person, in line with Trust policies.
- Attend Administration meetings and take notes/produce minutes if required.
- Monitor and order stationery as required
- Collate and distribute all post received by the academy
- To work with colleagues to achieve service plan objectives and targets

### **Relevant qualifications and skills will include:**

- Good standard of English
- Experience of working in an administrative environment
- Excellent written, oral communication skills and numeracy skills
- Excellent computer skills.
- Excellent timekeeping, punctuality and ability to meet targets and deadlines
- Adaptable, organised and able to work with minimum supervision
- Commitment to ensuring the safeguarding and welfare of all pupils

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not, however, substantially change the general character of the post

**The Academy is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. DBS**

**disclosures at enhanced levels and Children's Barred List check will be required prior to any offer of employment.**

## **Generic Duties relevant to all members of staff**

### **1.1 The Trust**

The ethos of the Trust is included within the strapline "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

Your role will be based at The Gordon Children's Academy. However you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

### **1.2 Teaching and Learning**

This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

### **1.3 ICT**

It is expected that all teaching and support staff follow the ICT Vision of the Trust.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

### **1.4 Health and Safety**

Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

### **1.5 Safeguarding**

The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and

young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

#### **1.6 Data Protection**

**The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.**

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Executive Headteacher. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.