



## Receptionist and Administration Officer Chellaston Academy

Full Time, Temporary (8.00 am – 4.00 pm Monday to Friday, 37 hours per week, 42 weeks per year)

Do you want to improve the life chances of all students? Do you want to make an impact in a school that is moving forward with exciting times ahead?

We are seeking to appoint a successful, enthusiastic and dynamic professional who is a highly motivated.

Chellaston Academy is part of the QEGSMAT. The Trust's vision is to 'Question, Explore; Give; Succeed' and our exceptional staff, strong leadership and motivated young people, as well as excellent facilities, provide the successful formula for this.

We offer candidates:

- Support, mentoring and professional learning appropriate to the post.
- A forward looking, hardworking and enthusiastic team of staff with the desire and skills to improve outcomes.
- A location which has excellent transport links and enjoys state of the art resources.

We're committed to providing first-rate training and development to all of our staff, as well as excellent career advancement opportunities. You'll find high expectations here too; we expect the kind of exemplary conduct from students that allows our teachers to do their jobs as effectively as they can.

QEGSMAT is committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community. We are committed to the protection of children and vulnerable adults.

Appointment is subject to a clear DBS check to an enhanced level. If you would like to apply please apply via TES, the links can be found on our QEGSMAT website <https://www.qegsmat.com/currentvacancies/>.

**Closing date for applications:** 17<sup>th</sup> October 2021

**Interview date:** w/c 18<sup>th</sup> October 2021

**Salary:** Scale 4 £20,092 - £21,748 FTE (£18,279 - £19,819 per annum)

**Start date:** To be discussed during interview



## JOB DESCRIPTION

**Post Title:** Receptionist and Administration Officer

**Responsible to:** Headteacher's PA

**Scale:** Scale 4

**Post Objectives:** To support the academy in improving outcomes for young people, ensuring they are healthy, safe, are able to enjoy and achieve, make a positive contribution and achieve economic well-being. It will be necessary to work with information technology and associated systems in accordance with school policies.

### **ROLES AND RESPONSIBILITIES**

- Provide a front line reception service to staff and visitors to the academy;
- Ensure the academy's signing in and out procedures are adhered to with regard to students, staff and visitors;
- In the absence of the Headteacher's PA, maintain and record staff and visitor's information on the Single Central Record;
- Operate the telephone switchboard, dealing with incoming calls to the academy as appropriate;
- Open and distribute incoming post;
- Frank and record outgoing post. Where necessary, deliver franked mail to the Post Office;
- Maintain sufficient credit on the franking machine to meet the demands of the academy and changes in postal regulations;
- Book meeting rooms on behalf of colleagues and display bookings on room doors each morning;
- Support the Headteacher's PA, where necessary;
- Ensure 'forgotten' PE Kits, lunches, etc are received by students in a timely manner;
- Undertake general administration duties to support the Academy, examples include but not limited to; minutes, request for information, updating databases, filing, printing etc;
- Support academy events as required.

### **General Duties may also include;**

- Receive communications from parents/carers and share this information, where appropriate with the relevant departments/colleagues, for example, student absences, student concerns, etc;
- Develop and maintain positive relations between the academy, parents and students;

### **METHODS OF WORKING**

The post holder must:

- Maintain confidentiality and observe General Data Protection Regulations (GDPR) and associated guidelines where appropriate;

- To maintain an awareness of Safeguarding Children initiatives;
- Understand and comply with the academy's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the academy's professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



# QEGSMAT

## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills both verbal and written</li> <li>• Systematic and practical with strong organisational skills</li> <li>• Self-motivated with the ability to manage time effectively and prioritise workload</li> <li>• Able to work under pressure and to meet deadlines</li> <li>• Proficient user of ICT including Microsoft Word and Excel</li> <li>• Practical and resourceful with a flexible approach to work</li> <li>• Calm, patient and approachable in all situations with a strong customer care focus</li> <li>• Effective communications skills</li> <li>• Ability to work as part of a team or independently</li> <li>• Ability to relate to both adults and students</li> <li>• Able to deal with confidential information in a sensitive manner</li> </ul>	
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Understanding of the Keeping Children Safe in Education 2019</li> <li>• Single Central Record</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Health &amp; Safety Regulations</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working in a busy school office environment, fulfilling a range of administrative duties</li> </ul>	
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• GCSE (or equivalent) Grade C or above in English and Mathematics</li> <li>• Administration Qualification</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid</li> </ul>

**QUALITIES**

- Flexible, innovative and willing to embrace new ideas
- Enthusiastic and self-motivated
- Willing to develop through appropriate CPD opportunities
- Ability to develop and maintain effective working relationships within differing contexts