

Parsonage Barn Lane,Ringwood, Hampshire. BH24 1SE

Telephone: 01425 475000 Email: hr@ringwood.hants.sch.uk

**ADMIN & RECEPTION ASSISTANT**

**Full Time, 37 hours per week**

**Scale C1-C5**

We are looking for an experienced administrator to provide an efficient administration and reception service. This role would suit someone who is passionate about being organised, accurate and has a very keen eye for detail. We need a team member who can communicate in a calm, clear and confident manner to other staff, students and parents. Our ideal candidate will be efficient in Microsoft Word and Excel, have an excellent telephone etiquette and enjoy working both in a team environment and on their own to tight deadlines.

**Working Hours**: Monday – Friday, 8.15am – 4.15pm including 30 mins unpaid for lunch, term time only. Salary: Support Staff Scale C1-C5 FTE: (24,386 - £25,468 p.a. prorated)

We are looking for a committed team player with the ability to work independently and manage their own time effectively. In return we can offer you a competitive salary, the opportunity to join the local government pension scheme (current employer contributions of 18%) and a strong sense of shared moral purpose to make a difference to the lives of young people.

The successful candidate and will be subject to an enhanced DBS check. Ringwood School is committed to safeguarding students. We welcome applications regardless of age, gender, ethnicity or religion. Please visit our website to apply: [www.ringwood.hants.sch.uk/vacancies](http://www.ringwood.hants.sch.uk/vacancies)

**Job Description Purpose:**

* Provide support for an effective, efficient and welcoming reception service to all visitors to the school, including answering the telephone for the school and selling tickets for The Barn, our public entertainment venue (1.45 hours per day Reception cover).
* Organise PEPs (Personal Education Plans) for Looked After Children
* Liaise with parents and outside agencies
* Provide confidential administrative support to the Safeguarding Team
* Provide administrative support to the wider school team including cover due to staff absence
* Contribute to and assist with the school’s administrative support through various computer systems
* Be able to use and fully understand the school’s Management Information System and other software applications to create spreadsheets and documents
* Assist with proof reading of internal and external documentation to be published in multiple formats
* Ensure all allocated regular or scheduled administrative tasks are performed on time
* Assist with administration of whole school events (for example Open Evenings)
* In all dealings to demonstrate care, diplomacy, professionalism and courtesy
* Answer routine queries as appropriate and refer more complex or sensitive matters to the appropriate member of staff
* Resolve or redirect queries and give advice where appropriate while maintaining school standards
* Undertake such other duties as may be reasonably required appropriate for the level of the post

**Ideal Candidate:**

* Proficient in Microsoft Word and Excel.
* Excellent telephone etiquette and clear communication skills.
* Capable of working both independently and collaboratively, meeting tight deadlines.
* Strong attention to detail and the ability to prioritise tasks effectively.

To apply, please visit: www.ringwood.hants.sch.uk/vacancies.