**RECEPTIONIST/OFFICE ADMINISTRATOR**

**Schools: Abbeywood First School and Church Hill Middle School**

**Contract: Permanent, full time (37 hours), term time only plus 10 additional days**

**Salary: NJC SC2 Point 3-4 (£20,058.34 – £20,390.92 actual)**

**Start date: As soon as possible**

**Closing date: 9.00am Monday 2nd September 2024**

An opportunity has arisen for a dynamic and enthusiastic Receptionist/Administrator to facilitate the smooth running of the school office.

The successful candidate will be well organised, possess a high level of IT skills and show attention to detail. You will join a hardworking small team of front office staff who are dedicated to delivering outstanding levels of service to all stakeholders. Above all, you will be someone who enjoys working in a child-centred environment.

For further information about the role please contact [ywigg@crst.org.uk](mailto:ywigg@crst.org.uk).

Details on how to apply can be found on the school website [www.churchhill.worcs.sch.uk](http://www.churchhill.worcs.sch.uk) under vacancies.

**Completed applications should be submitted by 9.00am on Monday 2nd September 2024. CV’s will not be considered.**

*Central Region Schools Trust is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. All our posts are subject to an enhanced DBS disclosure, 2 work references and other employment checks. The Trust will conduct online checks on the successful candidate.*

**RECEPTIONIST/ADMINISTRATOR**

JOB DESCRIPTION

The post holder is immediately responsible to the PA to Executive Principal/Office Manager

**Job Purpose**

To provide effective and efficient reception and clerical support within the main school office

# Duties and Responsibilities

* Answering telephone calls and filtering calls and ensuring all messages are promptly distributed via the school internal email system.
* Respond to general enquiries or refer complex queries to appropriate member of staff.
* Maintain an awareness of location of staff/pupils at all times to deal with enquiries.
* Undertake general typing/word processing duties, including correspondence, teaching materials, and prepare materials for printing, duplicating etc.
* Supporting teaching staff (and other stakeholders as appropriate) with the creation and development of bespoke spreadsheets to support the effective use of data within the school.
* Assisting the office manager with marketing activities and the updating of the school website
* Accurately recording attendance data and information from parents into ARBOR/CPOMS
* Operation of photocopying and other reprographics equipment..
* Recording of all payment for trips
* Routine filing and maintenance of filing systems.
* Under the guidance of the senior leader team ensure that events coordination and operational procedures are in place.
* Support Educational Visit documentation. Ensuring that forms used are up to date in line with changing legislation or LA requirements, issue and receipt of forms from teachers responsible for trips ensuring that all detail is completed appropriately, liaison with insurance and organisation of collection of cash for appropriate trips, within the admin area.
* Carry out First Aid for pupils and staff as required, (after training provided) to include contact with staff and parents as appropriate.
* Undertake other administrative duties as and when required.

**Notes:**

* The Governing Body reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
* The duties described in the Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Academies Equal Opportunities Policy.

**RECEPTIONIST/ADMINISTRATOR**

PERSON SPECIFICATION

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| **Specification** | **Essential** | **Desirable** |
| Education/training | * Minimum of grade A- C or equivalent at GCSE Maths & English * Spreadsheets and data base software applications * Word processing & mail merge software applications |  |
| Experience | * Experience of working within a dynamic office environment | * Experience in a school setting |
| Knowledge, Skills and Attributes | * Knowledge of administrative systems and procedures. * Computer literate with sound working knowledge of MS Office software * Ability to communicate with a range of stakeholders including staff, students and parents. * Adaptability * Use of computer systems to record information and generate reports. * Prioritizing and organizing workloads to meet deadlines, cope with interruptions, remain calm under pressure. * Flexibility, tolerance and ability to solve problems. * Using initiative. * To liaise and communicate effectively by telephone, or on an inter-personal level to give/obtain information in a courteous way, and to resolve queries/filter callers where appropriate. * To maintain and update manual and electronic filing systems. | * ARBOR * First aid practitioner |
| Personal Qualities | * Ability to work under pressure * Ability to adapt to changing needs and circumstances * Ability to work alone & as part of a team * Sensitivity to the needs of others |  |

**July 2024**