

|  |  |  |  |
| --- | --- | --- | --- |
| JOB DESCRIPTIONReceptionist/ Administrator Events Liaison | | | |
| **PLACE OF WORK: Ebor Academy Trust Central Support Team, York** | | | **Salary: £24,027 - £24,790 (pro rata)**  **37 hours / term time only** |
| **REPORTS TO: CEO Executive Assistant** | | | |
| **1.** | **MAIN PURPOSE OF JOB**  Working closely with the Central Support Team to provide efficient administration, you will be responsible for a range of receptionist and clerical duties. Responsible for setting up conferences and training events. | | |
| **2.** | **KEY TASKS** | | |
|  |  | Meeting and greeting visitors/ delegates | |
|  |  | Answering incoming calls for the Trust and redirecting calls where required | |
|  |  | Photocopying and scanning documents | |
|  |  | Providing refreshments for visitors and training courses | |
|  |  | Ordering office supplies and raising purchase orders for the Central Team | |
|  |  | Maintaining the photocopier with paper and toner and reporting faults | |
|  |  | Distributing post and posting outgoing post | |
|  |  | Set up training courses, ordering and collecting refreshments, photocopying resources and setting up furniture. Liaising with the course provider on requirements. | |
|  |  | Sending out flyers and email reminders for courses. | |
|  |  | Provide registers for courses. | |
|  |  | Maintain the weekly “whereabouts” sheet for the central support team. | |
|  |  | Entering visitors into the school electronic system. | |
|  |  | Checking the general email account and distributing messages to appropriate staff members for action/ response. | |
|  |  | Maintain the room calendars and book rooms for course providers, central team members and Heads. | |
|  |  | Send out press releases and vacancy details as required | |
|  |  | Take in deliveries and distribute, put goods receipt on system and put away deliveries | |
|  |  | Booking in audits, inspections and other meetings for the Estates Manager | |
|  |  | Maintaining records of inspections and audits for the Estates Manager | |
|  |  | Comply with all Academy and Trust policies and procedures | |
|  |  | To co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in the Trust’s appraisal process | |
|  |  | Any other reasonable duties commensurate with the level of the post as instructed by the CEO Executive Assistant | |
| **3.** | **SUPERVISION / MANAGEMENT OF PEOPLE**  none | | |
| **4.** | **MAIN CONTACTS & RELATIONSHIPS**  Internal:   * Executive Assistant * Central Support Team members * HR, Finance and Operations colleagues * Ebor senior managers * School staff   External:   * Suppliers of goods and services * Trainers and delegates on training courses | | |
| **5.** | **SPECIFIC AREAS OF RESPONSIBILITY**  The first point of contact for the Central Support Team at the Leyes. This position provides administrative support to the Central Support Team, including the Executive Assistant and Operations Director. Occasionally the role may require providing support to other areas of the Trust as required, including Governance, HR and Finance and Operations. | | |

|  |  |
| --- | --- |
| PERSON SPECIFICATIONReceptionist/ Administrator Events Liaison | |
| **6.** | **KNOWLEDGE AND QUALIFICATIONS**    **Essential, i.e. the postholder must have:**   * A good general level of education * A good standard of literacy for all written communications * Computer literate * A confident and polite manner on the telephone and in written communications   **Desirable, i.e. the postholder would ideally have:**   * An appropriate qualification in administration or customer service |
| **7.** | **EXPERIENCE**  **Essential, i.e. the postholder must have:**   * Competent IT skills   **Desirable, i.e. the postholder would ideally have:**   * Experience of working in an office environment * Experience of working in a school, or other environment with children * Experience of working successfully in a customer facing environment * Experienced in working in an administrative capacity |
| **8.** | **SKILLS AND PERSONAL QUALITIES**  **Essential, i.e. the postholder must have:**   * Good customer service manner * Polite and helpful persona * Ability to communicate effectively at all levels * Ability to work within routine administrative procedures * Excellent interpersonal skills * Strong time management and organisational skills * Meticulous eye for detail and accuracy * Ability to manage own time effectively and work to deadlines * Flexible approach to work within the team |