

Job Description

Job Title Receptionist/Administrator Thorns Collegiate Academy		Grade Grade 3	
Responsible to Principal Trust Office Manager Office Manager	Contacts Trust/Academy Staff and students Academy visitors		Responsible for
Working hours 37 hours per week throughout the year		Special Conditions	

This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet the changing needs of the Academy.

Job Summary

To work as part of a team to assist in organising and managing the administrative support systems and activities that facilitates the effective and efficient running of the Academy, including the day to day function of Reception.

Duties and responsibilities:

- Reception duties ensuring visitors are welcomed and managed according to safeguarding and other Academy policies and procedures.
- To Provide general clerical support for the Academy.
- Assist with the production of correspondence across the Academy
- Filing and photocopying.
- To assist with the dealing of queries and complaints.
- To use information systems and prepare information for internal use within excel and word and PowerPoint.;
- To assist with the organising and facilitating of meetings and training events within the Academy.
- To assist with enquiries from students and families.
- To help ensure the prompt circulation of information throughout the Academy.
- To liaise with Academy staff as required.
- To liaise with external organisations as required.
- Support at Academy events including open evening and parents evenings.
- To ensure technology is used in accordance with Academy policies and procedures

Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

It is the responsibility of each employee to carry out their duties in line with Trust

policies

Use and Development of ICT as required.

The post holder must at all times carry out his/her responsibilities with due regard to the Trust's policy, organisation and arrangements for Health and Safety at Work.

Any changes arising will take account of salary and status. They will also be subject to discussion and individuals or sections affected and with appropriate trade unions

All staff within the Trust will be expected to accept reasonable flexibility in working arrangements

To participate in the operation of the Trust's Personal Performance Development process and attend identified training.

Any changes arising to this role, will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate trade unions.

All staff are expected to comply with the requirements of GDPR.

Context:

Support staff are a part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Raising Attainment Plan.

Due to the nature of this job, it will be necessary for an Enhanced DBS to be undertaken.

This Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.