



Administrator and Receptionist Job Description

The Administrator and Receptionist is responsible to the Senior Administrator to ensure the smooth running of the Administration office. This is a wide-ranging role involving mostly administrative functions. The main duties of this position

- The welcoming of visitors ranging from parents to government officials in a professional manner
- Carry out administrative duties.
- Sending correspondence to staff and parents.
- Ensure a professional “front-of-house” response to all telephone enquiries from the public.
- Ordering stationery, office equipment and furniture.
- The recording and distribution of weekly data to Tutors as necessary.
- Processing incoming and outgoing mail.
- First aid qualified or commitment to be trained.
- Be trained in administering medicines to students or commitment to be trained.
- Ensure the office and workspace is clean and organised
- Any other reasonable duties as required by the Senior Administrator and Principal.

In addition to fulfilling Academy-wide administrative functions, the Administration Team will offer senior staff and Heads of Departments secretarial support.

ADMINISTRATOR AND RECEPTIONIST PERSON SPECIFICATION

Experience

- Relevant experience working in a school or business administration environment
- Experience of school-based systems
- Confidence with Microsoft Office Systems
- Experience of dealing with simultaneous and often conflicting demands from more than one person.
- Experience of a high degree of professional autonomy in relation to the key areas of school administration

Knowledge

- Working knowledge of relevant policies / procedures / codes of practice / legislation, including Data Protection and Child Protection
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- Types of problems which can occur – including conflict and aggression – and the procedures for dealing with these
- The social context in which the school operates, including the cultural diversity of the community and how it impacts on the school environment

Skills/Abilities

- Ability to remain calm and productive in a busy environment
- Advanced keyboard and IT skills
- Excellent communication, organisational and ICT skills.
- Produce and process data and documents to ensure accurate reports and information
- Ability to organise own workload and determine priorities within the working day
- Ability to handle sensitive and confidential information and issues appropriately
- Ability to relate sensitively and positively to both children and adults, which impacts on the well-being of all in the workplace,
- Ability to self-evaluate learning needs and actively seek CPD
- Good time management skills

Qualifications

- Excellent numeracy and literacy skills
- Qualifications equivalent to Level 3 ICT
- Hold a first aid qualification or be willing to be trained
- Administer medication qualification or be willing to be trained

Other Attributes

- Be able to demonstrate commitment to the ethos and the core values of the academy
- Be able to demonstrate initiative and intuition
- Be able to work well in a team as well as independently
- Present a smart appearance