Receptionist & General Admin Assistant

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| Salary / grade range | Level 4 scp 4-7 £24, to £24,29437 hours per week, term time plus 5 days Actual Salary £20,116 to £21,1438am to 4pm Monday to Thursday 8am to 3.30pm Friday |
| Location | Co-op Academy Stoke on Trent |
| Reports to | Ofﬁce Manager |

Purpose of role:

To act as the ﬁrst point of contact for the Academy undertaking reception duties, answering routine telephone and face-to-face enquiries and signing in of visitors.

Provide an efﬁcient and high quality administrative service which supports a wide range of key Academy activities and processes.

Work closely with Departments and other Academy functions to support the production of resources, facilitate examinations, maintain accurate student timetables and deliver academy events.

Key accountabilities (and speciﬁc duties / responsibilities):

**Administration**

* To create and prepare resources for subject departments, pastoral teams and the Senior Leadership Team.
* To maintain the Academy’s systems and databases to ensure timetables and student data is accurate.
* To produce classroom displays and other materials under the direction of teaching colleagues.
* To prepare and distribute cover work to supply teachers, liaising with teaching colleagues and subject leaders.
* To maintain stocks and supplies for the team, ordering new resources as required.
* Using appropriate software to support the administration and distribution of timetables.
* Supporting Academy events, such as parents’ evenings and open days.
* To support the academy with communication between the school, families and the community (emails, text messages, phone calls, social media, website etc).

# Admissions and Exclusion

* To support the admissions and exclusion team as required.

# Exams

* To support the Exams Ofﬁcer with the coordination and facilitation of student examinations throughout the year, as required.

# General

* Compliance with all school policies and procedures, including the safeguarding and child protection policies and prevent duty.
* To contribute to the smooth operation of the Academy through the duty system. Develop positive working relationships with all staff.
* To engage actively in performance management review(s).
* To participate in the Academy’s staff development programme by participating in arrangements for further training and professional development.
* Be a visible, proactive presence around the Academy, promoting positive behaviour and supporting the smooth day-to-day running of the academy.
* Model Co-op Academies Trust’s co-operative values and behaviours.

This job description will be reviewed as appropriate and may be subject to amendment or modiﬁcation at any time. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder’s professional responsibilities and duties.

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| Personal attributes required (based on job description): |
| Attributes | All attributes are essential, unless indicated below as ‘desirable’ | How measured, e.g. application form (A), interview (I) |
| Qualiﬁcations* GCSE Grade C or an equivalent qualiﬁcation in Maths and English
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| Experience* Experience of administration in fast paced environment
* Able to complete complex tasks with autonomy and priority
* Evidence of responding to queries in a professional manner
* Working within an educational organisation.
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| Skills, Ability, Knowledge* Excellent organistional, oral and written communication skills
* Excellent ICT skills and conﬁdence when using systems.
* Accuracy and attention to detail
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| Personal Qualities* Good communication skills,good creative and organisational skills. Building relationships with key stakeholders.
* Able to manage conﬂicting priorities and changing requirements in line with Co-operative values and principles.
* A commitment to the child protection and safeguarding of children and young people.
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This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.