



Beacon Academy Trust
A COMPELLING VISION FOR SUCCESS



School Administrator (Receptionist)



Thank you for expressing an interest in becoming a School Administrator/Receptionist



**School Administrator
(Receptionist)**

Salary Range - £20,765 - £21,908 per annum

36 hours

Term time

Required: ASAP

We are seeking to appoint an effective communicator, excellent listener, flexible worker and well organised member of the team that is committed to providing an outstanding reception service as well as fulfilling administrative duties to support and enable the best possible learning environment for our students.

The Trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. The below documents must be read prior to applying for this role and will be factored into interviews:

[Keeping Children Safe in Education](#)

[BMAT – Safeguarding and Child Protection Policy](#)

Enhanced DBS (with list checks) is required for this post.

An application form can be found at www.beaconacademytrust.co.uk

Please forward your electronic applications to beasuccess@beaconacademytrust.co.uk

Please note, we reserve the right to close or extend this position, therefore we would urge candidates to submit an application as soon as possible

Role Profile

Purpose of role
Providing an outstanding administrative and reception service.
General duties and responsibilities
<ul style="list-style-type: none"> • Undertake reception duties, answering phone, receiving visitors, answering and directing general telephone and face to face enquiries, signing visitors/pupils/staff in and out. • Ensure the efficient and effective management of the school's telephone switchboard. • Assist with pupil first aid/welfare duties and train to be a First Aider as required. • Liaise with other departments, for example HR, Caretakers and as well as the Cover and "On Call" team. • Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be aware of, and support, diversity ensuring equal opportunities for all. • Contribute to the overall ethos/work/aims of the school. • Attend and participate in relevant meetings as required. • Participate in training and other learning activities and performance development as required. • Ensure the reception and waiting areas are maintained to the highest professional standards. • Maintain diaries: reception, conference room & mini-bus bookings. • Assist in arrangements for meetings; organising rooms, furniture, provide equipment and make arrangements for refreshments. • Receive documentation for school trips/events, Parent Teacher Student Partnership (PTSP) events and the data team. • Coordination and Administration of School Photos/Security Cards. • Provide general clerical/admin. support e.g. photocopying, filing, complete standard forms, respond to routine correspondence. • Maintain manual and computerised records/management information systems. • Produce lists/information/data as required e.g. pupils data, reception information file, detention folder etc. • Undertake typing and word-processing and other IT based tasks. • Undertake administrative duties for a range of tasks. • Administration support for the Senior Leadership Team. • Maintain and collate pupil reports. • Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet). • Maintain stock and supplies, cataloguing and distributing as required. • Provide general advice and guidance to staff, pupils and others. • To maintain confidentiality at all times. <p><i>The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder may be required to carry out such other duties as requested by management that are broadly within the level of the post.</i></p>

Personal Qualities and Skills Criteria

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
Qualifications		
1. NVQ 3 or equivalent qualification	D	A/I/R
2. Qualification at Level 2 (Grade C or above) in English and Maths	E	A/I/R
Knowledge/Skills		
3. ICT skills and knowledge of other specialist equipment/resources.	E	A/I/R
4. Excellent customer service skills	E	A/I
5. Excellent time management and organisation skills	E	A/I
6. Able to work effectively in a team and contribute to its success	E	A/I/R
7. Good written English and effective communication skills	E	A/I
8. Ability to deal tactfully and confidently with telephone callers and visitors	E	A/I
9. Ability to remain calm, composed and flexible within a busy and demanding environment	E	A/I
10. Ability to undertake a wide range of clerical, administrative and general duties.	E	A/I
11. Accurate in recording details and make full use of the schools' computer systems	E	A/I
Attributes		
12. Reliable, respectful, responsible & conscientious approach	E	A/I/R
13. Flexibility to deal with diverse needs of the post and movement between departments and the Trust	E	A/I
14. Establish and maintain appropriate relationships	E	A/I/R
15. Integrity and confidentiality to be maintained at all times.	E	A/I/R
16. High level of initiative and ability to work independently	E	A/I/R