

PARADIGM TRUST
IPSWICH ACADEMY

JOB DESCRIPTION	
Post Title: Receptionist and Administrator	Grade: Grade Scale 4 Point 18 - 21 40 hours per week, 52 weeks per year Date: June 2016
RESPONSIBLE TO: Member of the senior leadership team	

PURPOSE OF THE JOB

Responsible for providing a professional and efficient reception service and providing administrative assistance to support the smooth running of the academy.

DUTIES AND RESPONSIBILITIES

- Ensure the efficient operation of the reception area, dealing with front line enquiries from staff, pupils and visitors whether in person or by telephone; pass on messages accurately and in full to the relevant member of staff.
- Answer the telephone in an efficient and professional manner and record and pass on messages as appropriate.
- Maintain an awareness of the Trust's and the academy's activities in order to be able to deal with queries in the most appropriate way.
- Greet parents / carers and visitors and deal with their queries in an efficient and professional manner.
- Open and distribute internal and external post and correspondence as appropriate.
- Ensure visitors sign in the visitor's books and are provided with a visitor's badge.
- Obtain, copy and check ID for all agency supply staff and visitors to the school and provide them with the safeguarding pack to read and sign. Pass all documents to HR for input on to the Single Central Record.
- Ensure all visitors to the school are welcomed in a polite, friendly and efficient manner.
- To receive and check deliveries, liaising with the premises manager or finance team and ensuring correct onward distribution.

- Assist with typing, word processing, photocopying, filing and data entry as necessary.
- Produce reports and presentations.
- Maintain a high and appropriate level of communication in writing, orally and electronically.
- Ensure that all information is treated confidentially and demonstrate absolute discretion at all times.
- Participate in the academy's performance management scheme, ensuring that performance standards/targets are set and met within the agreed timescales.

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Academy's policies and ensure anti-discriminatory practice within the service area.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

CHILD PROTECTION

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the academy and the local authority.

Signed _____ Date _____
Postholder

Signed _____ Date _____
Executive Principal/Principal

PARADIGM TRUST

Job and Person Specification

All of the following criteria are essential unless otherwise stated and will be tested as part of the selection process. Those criteria that will be assessed at the written application form stage are marked as 'A'. Those that will be assessed as part of the selection interview process are marked as 'I'.

As a guide your written personal statement should be no more than two sides of A4.

PERSON SPECIFICATION		
Receptionist and Administrator		
	A	I
Qualifications		
GCSE English language or equivalent (Desirable)	X	
Experience		
Experience of working as a receptionist or in an administrative capacity undertaking routine office duties.	X	
Experience of working in an educational context. (Desirable)	X	
Experience of using and maintaining management information systems. (Desirable)	X	
Knowledge and understanding		
Understanding of and commitment to equality issues within the workplace and the safeguarding of children.		X
Skills and abilities		

<p>Good organisational and administrative skills.</p> <p>Ability to be self-motivated, flexible and well-organised to manage at times unpredictable and variable workloads.</p> <p>Ability to communicate effectively, both verbally and in writing.</p> <p>Ability to maintain strict confidentiality in all matters.</p> <p>Ability to use interpersonal skills to build and maintain effective working relationships with a wide variety of people.</p> <p>Ability to use computer skills to operate email, electronic diary, Word, Excel and information systems as a proficient user.</p>		<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>
Additional		
<p>The post holder must demonstrate due regard for safeguarding and promoting the welfare of children and young people, and follow the child protection procedures adopted by the Trust.</p>		X

This post is subject to an enhanced DBS Disclosure and the successful applicant will be subject to relevant vetting checks before an offer of appointment is confirmed, and will be subject to rechecking as appropriate.