

**Receptionist/Administrator**



The Governors of Thornleigh Salesian College are looking for a Receptionist / Administrator to be the first point of contact for visitors, students and staff to our school, who will provide an information point in the main reception.

You will often be the very first person from Thornleigh Salesian College that visitors meet and you will be required to provide a positive and welcoming reception and have a professional, courteous and respectful style.

You will need to be able to work on your own initiative and demonstrate practical knowledge and problem-solving skills and have excellent interpersonal skills with students, parents, school staff and external agencies.

You will be required to assist with a variety of administrative tasks within School Services and support the School Administration Team. You will report to the Office Manager.

Essential Skills:

* High level of customer service – via phone and face-to-face
* Competent in Microsoft packages, in particular Word & Excel. Experience in (Information Management System (SIMS.net) desirable.
* Excellent literacy skills
* Ensuring confidentiality at all times

Experience of working in a school environment would be an advantage but is not essential.

**Closing date** –12 noon Monday 24th June 2019

**Interviews** – Monday 1st July 2019

**Application packs can be downloaded from the school website or via** [**recruitment@thornleigh.bolton.sch.uk**](mailto:recruitment@thornleigh.bolton.sch.uk)

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS check.

**R ROUND**

Grade C £18,426-£19,171

Full Time/All Year Round Permanent

**Receptionist/Administrator**

**JOB DESCRIPTION**

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| **School** | THORNLEIGH SALESIAN COLLEGE |
| **Job Title** | admin support– ReceptionIST/ADMINISTRATOR |
| **Post Holder** |  |
| **Grade** | Grade C |
| **Primary Purpose of the Job** | To provide administrative/organisational support for students, staff and the school. |
| **Responsible to** | Office Manager |
| **Principal Responsibilities** | As above |

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| **MAIN DUTIES** | |
| 1. | **Organisation** |
|  | To provide a professional, efficient and effective ‘first point of contact’ for the school. Ensuring the telephone is answered promptly and professionally; any queries are dealt with courteously and face to face contact is welcoming and obliging. |
|  | Assist with student welfare duties by liaising with parents/ staff etc. |
| 2 | **Administration** |
|  | Provide routine clerical/admin support e.g. photocopying, filing, faxing, e mail, complete standard forms and respond to routine correspondence |
|  | Maintain manual and computerised records/management information systems. |
|  | Produce lists, information, data as required e.g. student data, class lists. |
|  | Undertake typing, word-processing and other IT based tasks. |
|  | Undertake administrative procedures including student behavioural documentation and collating students work for their Progress Files |
|  | Sorting and distributing in-coming mail and ensuring out-going mail is accurately recorded and sent on time. To ensure that franks for the franking machine are ordered timely to ensure that postage limit is maintained. |
|  | Assist in the preparation and distribution of various school communications. |

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| 3 | **Resources** |
|  | Operate office equipment and use ICT packages (e.g. word, excel, databases, spreadsheets, Internet) |
|  | Provide general information to staff, students and others |
| 4 | **Responsibilities** |
|  | Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person |
|  | Contribute to the overall ethos/work/aims of the school |
|  | Appreciate and support the role of other professionals |
|  | Attend and participate in relevant meetings / training as required |
|  | The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time. |

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| **Date Job Description prepared/updated** | June 2019 |
| **Job Description prepared by** | Sharon O’Brien |

**PERSON SPECIFICATION**

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| **MINIMUM ESSENTIAL REQUIREMENTS** | | **METHOD OF ASSESSMENT** |
| **1. Skills and Knowledge** | | |
| 1.1 | Excellent telephone manner and meeting and greeting skills | Application Form/Interview |
| 1.2 | Effective use of ICT packages e.g. Word, Excel | Application Form/Interview |
| 1.3 | Excellent keyboard skills | Application Form/Interview |
| 1.4 | Willing to participate in development and training opportunities | Application Form/Interview |
| 1.5 | Ability to relate well to children and adults | Application Form/Interview |
| 1.6 | Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these | Application Form/Interview |
| 1.7 | To be able to identify opportunities to ensure tasks are completed within specified timeframes | Application Form/Interview |

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| **2. Experience/Qualifications/Training etc.** | | |
| 2.1 | NVQ Level 2 in Admin related or equivalent | Application Form |
| 2.2 | Good numeracy and literacy skills | Application Form/Interview |
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| **3. Work Related Circumstances – Professional Values & Practices** | | |
| 3.1 | High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements | Application Form & Interview |
| 3.2 | Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners | Application Form & Interview |
| 3.3 | Demonstrate and promote the positive values, attitudes and behaviour they expect from the students with whom they work | Application Form & Interview |
| 3.4 | Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice | Application Form & Interview |
| 3.5 | Able to liaise sensitively and effectively with parents and carers recognising their role in student learning | Application Form & Interview |
| 3.6 | Able to improve their own practice through observations, evaluations and discussion with colleagues. | Application Form & Interview |

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| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |

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| **ADDITIONAL REQUIREMENTS** | | **METHOD OF ASSESSMENT** |
| **1. Skills and Knowledge** | | |
| 1.1 | NVQ Level 3 in Admin related subject (or equivalent) | Application Form/Interview |
| **2. Experience/Qualifications/Training** | | |
| 2.1 | Previous experience in a school / educational environment | Application Form/Interview |

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| Note to Applicants**: Please try to show in your application form, how best you meet these requirements** |

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| **Date Person Specification prepared/updated** | June 2019 |
| **Person Specification prepared by** | Sharon O’Brien |