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**Enterprise Learning Alliance**

**JOB DESCRIPTION**

**Job Title: Receptionist/Admin**

**Responsible to: Head of Centre**

**Grade: KS4 - TTO**

**Location: Enterprise Learning Alliance (Thanet based)**

**Job Summary:**

*To act as Receptionist and Administrative Assistant in the school office To assist the Head of Centre Finance Officer and Family Liaison officer by providing support for a range of office functions.*

*To provide administrative support to the Head of Centre, Senior Management Team and Teachers as and when required, as appropriate*

*To carry out duties commensurate with the post, as a member of the office support staff and whole school team*

**PRINCIPAL ACCOUNTABILITIES:**

1. Requirement for confidentiality.
2. To receive visitors, take telephone calls, relay messages, receive school mail and contact parents/carers and other external agencies.
3. To deal with photocopying and distributing newsletters and circulars. Photocopying, collating and assembling school documents etc.
4. Recording the daily registration of and ordering the FSM for all eligible pupils.
5. Recording the daily registration of staff and pupils taking school meals.
6. Administration of admission forms, typing offer of place letters, class lists and preparing induction packs and brochures.
7. Responsible for updating the school Sharepoint Calendar and website Calendar with Key school Dates
8. Checking deliveries for all school resources.
9. Maintaining the school stockroom through regular stock taking, submission of orders and ensuring tidiness and accessibility.
10. Maintaining school uniform stock through regular stock taking and submission of orders
11. Dealing with emergencies and administering first aid for children, recording in the Accident Book, typing letters home and keeping a record of all children who arrive late or leave school early during the school day.
12. Maintain access control procedures for the school site.

# PERSON SPECIFICATION

1. Experience of administration and office systems.

2. Qualifications NVQ 2 and/or a good standard of GCSEs including English & Math

4. Skills Good communication, organisational and interpersonal skills and the ability to work effectively with others.

5. Ability to meet deadlines and work under pressure

6. Ability to be work independently

7. Literacy and numeracy skills – including being able to compose a letter and proof read documents

8. High level of ICT competence in Microsoft word and excel

9. Polite and confident disposition in communications with staff and students

10. A helpful ‘can-do’ attitude

11. Willingness to attend training courses

12. A smart and professional appearance at all times.

13. Excellent time-keeping skills

Health & Safety

The post holder will:

* Work with due regard to health and safety to themselves and others and will abide by ELA’s Health & Safety Policy.
* Support the Health & Safety Officer in the identification of potential health & safety risks to ensure that they are rectified appropriately and efficiently.

Confidentiality

* Employees and volunteers are expected to fully comply with the organisation’s confidentiality policy.
* All documents containing confidential information concerning the organisation or other service users or partners or staff shall be immediately surrendered onthe termination of employment or volunteering.

Safeguarding

* It is the responsibility of all employees to make the working environment safe and secure for all.
* Everyone must adhere to School safeguarding reporting protocol.
* The ELAcan only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.

Signed by Staff Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by Line Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_