Changing Lives Learning Trust

RESPECT · RESILIENCE · ACHIEVEMENT · OPPORTUNITY

JOB PROFILE

POST TITLE:	**Receptionist/Academy Support Assistant**
JOB PURPOSE	Under the guidance of senior staff provide general administrative support within the Multi Academy Trust, ensuring accuracy and confidentiality at all times.
GRADE:	Band C
RESPONSIBLE TO:	**Data/Academy Support Manager**

MAIN DUTIES AND RESPONSIBILITIES

Organisation

- Undertake reception duties, providing a professional and welcoming appearance to the academy for staff, students, visitors and members of the public.
- Undertake a range of general administrative duties, including word processing, maintenance of spreadsheets, filing and distribution of incoming and outgoing mail.
- Maintain appropriate manual and computerised records/management information systems.
- Undertake a range of reprographics duties including, photocopying, laminating, binding etc.

Administration

- To liaise with staff, students, members of the public regarding academy related enquiries by main telephone switchboard, walkie-talkie, email and face-to face.
- Incoming and outgoing mail.
- Undertake administrative tasks associated with academy room bookings using appropriate software package.
- Undertake administrative tasks associated with the academy's sign in system Inventry.
- Support the reprographics department with photocopying, laminating, typing, binding, printing etc.
- Undertake the duties associated with the production of the academy's transport/fire lists ensuring they are kept up-to-date and accurate.
- Undertake typing, word-processing and other IT based tasks.
- Undertake administrative tasks associated with SIMS, including data input ensuring accuracy and confidentiality at all times.
- Undertake other general administrative duties as required by the Data/Academy Support Manager.

Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spread sheets, Internet)
- Provide general advice and guidance to staff, students, visitors and others.
- Undertake general financial administration e.g. processing of web based orders.

General

- Comply and assist with the development of policies and procedures relating to health, safety, data protection and confidentiality, reporting all concerns to an appropriate person.
- To adhere to the Trust/academy Health and Safety Policy including risk assessment and safety systems.
- Participate in training opportunities and professional development as required.
- Support the Trust's academies at events as and when required.
- Develop constructive relationships and communicate with other agencies/professionals.
- Contribute ideas on new and innovative business opportunities that could improve the effective functioning of the Trust.

Trust

All Multi Academy Trust staff are expected to:

- Undertake other such reasonable duties as may be required from time to time.
- Work towards and support the Sponsors' and CEO's vision and the objectives of Development Plans.
- Support and contribute to the MAT's responsibility for safeguarding students.
- Work within the MAT's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the MAT's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents, colleagues, Members, Trustees and members of Local Governing Boards at all times.
- Actively engage in the MAT's performance management process and take responsibility for their own professional development.
- Adhere to MAT policies and procedures as set out in the staff handbook and other guidance documentation which is available to all staff via the trust networks.

This job description should be seen as enabling rather than restrictive and may be subject to regular review to reflect the changing priorities and objectives of the annual MAT Development Plan.

All staff of the MAT are expected to comply with any reasonable request from a leader to undertake work of a similar level and/or type that it is not specified in this job description.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Experience		
GCSE or equivalent, Level 4 or above, in English and Maths.	Y	
Evidence of further training in school-based support		Y
Experience		
General reception/administrative/data input/financial work	Y	
Previous experience in a school environment		Y
Previous experience of using SIMS		Y
Knowledge and Skills		
Effective use of ICT packages.	Y	
Good keyboard skills	Y	
Knowledge of word processing, spreadsheets and data handling	Y	
Use of relevant equipment/resources		Y
Professional Characteristics		
Ability to relate well to children and adults	Y	
High level of accuracy and attention to detail	Y	
A quick learner – ability to learn and use various software systems.	Y	
Work constructively as part of a team, understanding school roles & responsibilities and your own position within these	Y	
Ability to identify own training & development needs & cooperate with means to address these	Y	
Participation in development and training opportunities		Y
Special Circumstances		
Occasional attendance at meetings outside normal hours	Y	
Able to maintain strict confidentiality	Y	

Signed: _____ Date: _____

Print name: _____