



**Job Title:** Receptionist and Admin Assistant

**Salary:** Bucks Pay Range 2 (ISN 11 – 15)

**Contract:** Term Time 39 Weeks

**Responsible to:** Centre Manager in the first instance,  
Ultimately the Head Teacher.

### **Core Purpose**

To provide clerical support to the school

To undertake reception duties to include welcoming students, parents and other visitors, dealing with enquires taking messages and re-directing these appropriately.

This role is within the Administration and Support Team of Aspire.

### **Key responsibilities of the role**

#### **Receptionist Duties:**

- Maintain confidentiality and discretion at all times
- Welcome students, parents/carers and other visitors
- Ensure appropriate security measures in respect of visitors are adhered to in respect of ID,
- Communication with parents as requested
- Assist the Learner Support Team in respect of record keeping for the arrival of students.
- Answering, forwarding and screening all phone calls as appropriate, take messages where necessary
- Accept and checking of deliveries

#### **Clerical Duties:**

- Preparation of letters to parents on behalf of the Centre Manager
- Updating of student records as appropriate on SIMS
- Preparation of Microsoft Office Documents in Word, Excel and Powerpoint, especially to support student mailings by using the mail merge process.
- Photocopying and filing as directed by the Business Manager and Centre Manager
- Ordering of stationery, equipment and supplies as directed by Finance Officer and Business Manager
- Coordination and distribution of Student Reports, including the implementation of agreed timelines, assisting teachers and staff with the completion of the process, and ensuring that all records are maintained efficiently on SIMs.
- May be required to provide cover for other roles within the administration team at other Aspire sites in Chesham, High Wycombe and Aylesbury

### **Additional responsibilities**

#### **All staff members are expected to:-**

- Sustain effective positive relationships with staff, students, parents/carers, key stakeholders and the wider community
- Act as a positive role model for students
- Encourage moral and spiritual growth and civic and social responsibility amongst students

#### **The overall purpose of the Administration Team is to:**

- Provide professional support to enable students and colleagues to have a safe, dynamic and creative learning environment through mutual respect and shared values within Aspire.

#### **All members of the Administration Team are expected to:**

- Communicate effectively with staff, students, parents/carers, key stakeholders and the wider community
- Actively listen
- Self-motivated, hard-working and productive.
- Demonstrate reliability
- Exhibit a flexible working approach
- Actively participate within the team and in the school as a whole.
- Treat all colleagues in a respectful manner
- Support colleagues with empathy, compassion and with the spirit of generosity
- Actively take ownership and responsibility for one's own job role and its duties
- Shares openly and willingly within the team,
- Maintain a positive attitude and proactively work as a problem solver.
- Committed to continuing professional development within the role to maintain and enhance skill sets
- Exhibit honesty and integrity at all times

Staff are also expected to follow all policies and procedures related to financial matters, health and safety and safeguarding.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

This job description is current at the date shown, but in addition to the duties outlined above, you may be asked to undertake any other duties that may reasonably be regarded as within the nature of duties and responsibilities of the post. Any changes of a permanent nature will be fully negotiated with you and incorporated into the job description.

## Person Specification - Clerical Officer & Receptionist

Attributes	Essential	Desirable
<b>Qualifications</b>		
GCSE's in English and Maths at grades A* - C or equivalent	✓	
<b>Experience</b>		
Previous experience in working in an administration or clerical environment	✓	
Previous experience in working in a Receptionist position		✓
Working in the public sector, preferably education		✓
<b>Skills/Knowledge/Aptitude</b>		
Confident IT skills including a recognised IT qualification (encompassing Word, Excel, Powerpoint and Outlook)	✓	
Knowledge of SIMS		✓
Approachable with good interpersonal skills, professional telephone manner, calm approach	✓	
Excellent communication skills, both written and oral	✓	
Excellent time management, administrative, organisation skills.	✓	
<b>Personal Qualities</b>		
To maintain confidentiality at all times	✓	
To demonstrate the ability to work accurately with attention to detail	✓	
To be able to work on own initiative, organise workload and prioritise tasks	✓	
Ability to cope with conflicting demands, deadlines and interruptions	✓	
High level of tact and discretion combined with a calm personality and sound judgement	✓	
To work as part of a team with a commitment to develop professionally and attend courses	✓	