

SIR JONATHAN NORTH COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Administration Officer / Receptionist
Hours:	24 hours per week for 38 weeks term time, plus 3 days in the summer holiday, and 3 teacher days (960 hours per annum)
Scale/Salary:	Local Government Grade 3, Scale points 11-14. (£9,417.24- £10,026.35 actual pay)
Responsible to:	The Office Manager

INTRODUCTION

The post is part time with pay and conditions in accordance with the nationally negotiated Local Government APT & C Conditions of Service. The hours of work will be Monday 8.00 am – 4.30 pm, Tuesday 7.45 am – 4.30 pm and Wednesday 7.45 am – 4.00 pm for the 38 weeks in the academic year, plus 3 days during the summer holiday and 3 teacher days (with 30 minutes lunch) as directed by the Line Manager. The annual total of 960 hours equates to 57.14 % of full-time depending upon length of service.

ROLE AND RESPONSIBILITIES:

1. To provide detailed administrative support to Curriculum Team Leaders, including typing, data entry, the manipulation and maintenance of figures and producing straight forward statistics and reports.
2. To provide comprehensive administrative support to the Main Office, including touch typing making calls on behalf of other staff, maintaining stationery and the production of smaller documents which may include tables and illustrations produced on Microsoft Word.
3. To help, when necessary with cashless catering, balancing and reconciling funds collected from the sale of resources and trips
4. To collect all student data necessary to fulfil the responsibilities of the post, including updating and maintaining the College's student personal data.
5. To assist in the organisation of photographs and to keep an updated photograph database of students.
6. To work in the busy reception area of the College providing a comprehensive, professional and efficient customer service to all visitors, staff, students and parents dealing with all initial enquiries to the College whether in person, by telephone, or by e-mail, ensuring that agreed customer service standards are maintained at all times. This will include operating the College switch board.
7. To be responsible for the College computerised attendance registers along with the attendance officer ensuring that all messages, late marks, absenteeism and medical appointments are recorded. Including the keying of manual registers onto the computer and keeping of manual records.
8. To maintain and operate the computerised Safepass visitor system ensuring that current Safeguarding practices and procedures for visitors are complied with.
9. To complete questionnaires following Parents' Evenings, Certificate Evening and Year 7 Tutor Evening.
10. To advise and help less experienced members of staff including training on the job when necessary.
11. To prioritise work in order to meet deadlines, urgent situations.
12. To carry out any other duties within the purview of the grade as directed by the Office Manager
13. To be aware that all staff are responsible for the safeguarding and promoting of the welfare of children.

February 2017