

**St. Paul's Community  
Development Trust**



**ST PAUL'S SCHOOL**

**JOB DESCRIPTION**

|                     |  |
|---------------------|--|
| <b>JOB TITLE</b>    | Receptionist & Administration Assistant            |
| <b>HOURS</b>        | 25 hours per week term time only. 8.30am – 13.30pm |
| <b>SALARY/GRADE</b> | £8.91 per hour                                     |
| <b>LOCATION</b>     | St Paul's School                                   |

**JOB PURPOSE**

To support the Senior Administration with daily duties. To undertake reception duties and clerical work for St Paul's School.

**MAIN DUTIES AND RESPONSIBILITIES**

All staff employed by the Trust have an individual responsibility for promoting and safeguarding the welfare of the children/young people and vulnerable adults that they are responsible for, or come into contact with.

1. To support the Senior Administrator in daily administrative duties.
2. To undertake reception duties including answering the telephone, effective message taking using Sharepoint, greeting and booking visitors checking identification. Ensuring the reception area is kept tidy at all times, including the distribution of deliveries.
3. To assist the Senior Administrator to ensure the effective organisation of the petty cash system, income, mail, ordering supplies, stock control, inventories, internal communications and use of rooms as appropriate.
4. To assist the Senior Administrator to undertake monthly audits of pupil medication and first aid supplies, ensuring that they are in date and compliant.
5. To undertake clerical work including word processing, data entry, admin task forms and general admin duties as directed.
6. To input pupil attendance into the School's MiS.
7. To assist with publicity, marketing and promotional material, to include the school newsletter and ensure that all displays within the reception area are up to date and presentable at all times.
8. When on reception, in the event of an emergency or fire alarm on site ensure that the visitor book and staff signing in books are removed safely from the building and passed to the relevant manager for a register to be taken.
9. To provide information to enquirers about St Paul' School.

10. To assist other staff throughout the Trust with their work as appropriate and to undertake such other tasks as are suitable to the nature of the post.
11. To participate in the Trust's supervision process and performance management scheme.
12. To undertake personal professional development and training as appropriate.
13. To assist with organising and running community events in Balsall Heath as appropriate.
14. To be familiar with and uphold the policies and procedures of the Trust especially those relating to Health and Safety, Equalities, Data Protection and Safeguarding.

### **SMOKING**

St Paul's School discourages smoking except in designated areas. This includes a requirement that staff do not smoke in the presence of any service user.

**Supervision received:** Senior Administrator

**Supervision exercised:** Apprentices, Students

## **PERSON SPECIFICATION**

**JOB TITLE: ADMINISTRATION ASSISTANT**

### **METHOD OF ASSESSMENT (MOA)**

**A = APPLICATION FORM I = INTERVIEW T = TEST**

| <b>CRITERIA</b>   | <b>ESSENTIAL</b>  | <b>MOA</b> | <b>DESIRABLE</b> |
|---|---|------------|------------------|
| <b>EXPERIENCE/<br/>KNOWLEDGE</b><br>Work related and other experience | Experience of reception duties  | A/I        |                  |
|   | Experience of general office work   | A/I/T      |                  |
|   | Experience of data input  | A/I        |                  |
|   | An understanding of the role in relation to safeguarding the welfare of children and young people.  | I          |                  |
|   | Understand the importance of health & safety in the workplace<br>An understanding of their role in relation to health & safety and the ability to follow procedures | A/I        |                  |
|   | Knowledge and understanding and data protection<br>Knowledge and understanding of confidentiality   | A/I<br>A/I |                  |

| CRITERIA                        | ESSENTIAL   | MOA                              | DESIRABLE                        |
|---------------------------------|---|----------------------------------|----------------------------------|
| <b>SKILLS AND ABILITIES</b>     | <p>Good timekeeping</p> <p><b>ICT</b></p> <ul style="list-style-type: none"> <li>• Good IT skills</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Effective written and verbal communication skills which relate to the job role</li> </ul> | <p>I</p> <p>A/I/T</p> <p>A/I</p> | <p>Experience of using a MiS</p> |
| <b>QUALIFICATIONS/ TRAINING</b> | <p>GCSE Maths, English and ICT (or equivalent)</p>  | <p>A/I</p>                       |                                  |
| <b>EQUAL OPPORTUNITIES</b>      | <p>Understanding diversity and the importance of equality of opportunity.</p>   | <p>A/I</p>                       |                                  |
| <b>FURTHER REQUIREMENT</b>      | <p>It is essential that all candidates are deemed suitable to work with children and/or vulnerable people.</p>  |                                  |                                  |