**Job Description: Receptionist & Admin support**

**Reporting to:** **Operations Manager**

**Location: Ark Dickens Primary Academy**

**Working Pattern:** **Part Time/Term Time – 16 hours per week**

**Salary: Ark Support Band 3**

The Role

This is a permanent post in the first instance offering support to the School Administrator/Receptionist in providing the following:

**Key Responsibilities**

**Reception & administration**

* Act as the school’s receptionist, providing a first point of contact for all incoming communications and to ensure that they are answered in a timely and professional manner.
* Presenting a positive image of the academy ensuring safeguarding procedures are adhered to and followed for all visitors.
* Distributing post as required
* Monitoring the school info email account
* Supporting pupil Breakfast Club from 8am each morning
* Help manage student attendance records and late sign-ins/early check-outs

**Finance:**

* Provide daily meal order numbers to the Head of Kitchen, reconciling dinner numbers on a weekly basis
* Monitoring payments received for dinners and trips
* Submitting orders on behalf of the school using current software, ensuring stationery and copying supplies are kept to an acceptable level

**Office Administration:**

* Manage minibus records and bookings, including spot checks of driving licenses for staff using the minibuses
* Regular updating of the school’s website ensuring documents are updated as and when necessary and to undertake a regular website audit review
* Increase the school’s social media presence by uploading news items to Facebook, twitter and website as appropriate
* Co-ordinate the after school club provision, ensuring a wide selection of options for pupils
* Use the school’s MIS systems to send messages/emails and correspondence to parents as directed

**Other**

* Actively promote the safety and welfare of our children and young people
* Ensure compliance with Arks data protection rules and procedures
* Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
* Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

**Person Specification: Administrator / Receptionist**

**Qualifications**

* GCSE at grade C or above in English and Maths (or equiv)

**Knowledge, Skills and Experience**

* Excellent written and oral communication skills
* Ability to stay calm under pressure
* Experience of working in an office environment
* Experience of working in a similar role in a school environment (Desirable)
* Good IT skills, highly competent using Microsoft Office
* Strong administrative and organisational skills

**Behaviours**

* Genuine passion for and a belief in the potential of every pupil
* A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
* Belief that every student should have access to an excellent education regardless of background
* Professional outlook, detailed orientated and able to multi task and meet deadlines
* A team player that can work collaboratively as well as using own initiative
* Calm and professional under pressure
* Understanding of the importance of confidentiality and discretion
* Flexible attitude towards work and demonstrates sound judgement

**Other**

* Right to work in the UK
* Commitment to equality of opportunity and the safeguarding and welfare of all students
* Willingness to undertake training
* This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process which will include questions about safeguarding. This process is outlined*[*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark’s safer recruitment process, please click this*[*link*](https://arkschools.sharepoint.com/%3Ab%3A/g/ArkNetCentral/hr/EcXQDSjo9UpCpgk8lDWMN0sBVG6GBUTVWVXp9c5KkW-tog?e=bfdlES)*.*

*We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark’s diversity and inclusion commitments, please click on this*[*link*](https://arkonline.org/our-approach/diversity-and-inclusion)*.*