

Dear Applicant

Thank you for your interest in the position of **Business Support Administrator/Receptionist at Ashton on Mersey School, Cecil Avenue, Sale, M33 5BP.**

Salary – **Band 3 Point 17-21 £17,772-£20,138** per annum. **Actual Salary £17,772.**

- 36.25 hours per week, 8am – 4pm Monday to Friday
- Full time including periods of school closure
- 25/30 day's holiday per year (depending on length of continuous service)
- Local Government Pension Scheme – Greater Manchester Pension Fund

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit thethedeantrust.co.uk.

Method of Application

The preferred method of application is electronically via email to recruitment@thedeantrust.co.uk. All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

Closing Date

Applications received after the closing time of **10am Tuesday 23rd January 2018** will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 0161 973 1179 or email recruitment@thedeantrust.co.uk. Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Mrs S Taylor
HR & Payroll Manager

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Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	Business Support Administrator/Receptionist
Reporting to	Business Support Manager
Main purpose of job	To provide high quality, efficient and effective administration/reception support as part of the Business Support administration team. To have responsibility for key areas of work as designated by the Business Support Manager and Headteacher.
Key responsibilities:	
<u>Office Administration</u>	
<ul style="list-style-type: none">• To provide an administration service as part of the Business Support administration team under the direction of the Business Support Manager and Headteacher• To coordinate specific admin 'project' activity as requested• To provide support and cover within the team during periods of staff absence• To utilise the SIMS database as required for data entry and retrieval of information	
<u>Receptionist</u>	
<ul style="list-style-type: none">• Maintain a safe and clean reception area• Provide a friendly and welcoming service to all visitors, staff, and pupils arriving at the school• Maintain security by following visit entry procedures and issuing badges• Answering, screening and forwarding all incoming calls and providing information when needed• Supervise pupils whilst remaining in reception awaiting collection• Oversee signing in of late pupils• Disseminate emails received into the main school account	
<u>Key areas of responsibility</u>	
<ul style="list-style-type: none">• To be responsible for the preparation of communication to parents/carers and pupils• To be responsible for the internal marketing and co-ordination of specified school events• To work alongside the Business Support Manager in respect of the administration of school admissions and Year 7 intake• To oversee the production of the pupil planner and school magazine and arrange distribution• Support with the maintenance of SIMS database• To assist with the maintenance of the website ensuring that items are posted and removed accordingly• To coordinate the administration of 'Work Experience' for Head of Year 10	
<u>Events and Promotional Materials</u>	
<ul style="list-style-type: none">• Liaise with relevant staff and external suppliers in respect of marketing and co-ordinating of events• To assist with the presentation and planning of events such as Open Morning and Presentation Evening	

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher.

The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder.



Person Specification

Education and qualifications	Essential <ul style="list-style-type: none">• A good level of general education including Mathematics and English Language A*-C
Experience	Essential <ul style="list-style-type: none">• Experience of successfully working in a busy administration environment• Experience of managing own workload, monitoring performance and ensuring optimum use of resources and systems available• Experience of working in a school or similar environment• Experience of producing accurate and timely reports
Knowledge	Essential <ul style="list-style-type: none">• Knowledge in the use of Microsoft Office suite of applications
Skills and abilities	Essential <ul style="list-style-type: none">• Managing a diverse and varied workload, prioritising on a regular basis• Ability to undertake further training and development as required• Highly developed communication skills with the ability to communicate effectively at all levels• Excellent organisational and administrative skills• Competent SIMS user• Ability to prioritise workload and work to deadlines• Ability to handle confidential issues and materials sensitively and appropriately• Ability to work meticulously with attention to detail• Willingness and ability to work co-operatively as part of a small team• Self-motivated with the ability to work without supervision• Flexibility and ability to cope with a wide range of tasks in a busy and changing environment• Excellent time keeping and record of attendance