

Job Description

Job Title: Receptionist and Exams Administrator

Accountable to: Business Manager

Salary: Grade D

Hours: 37.5

Purpose of Post

1. To manage the UTC reception facility.
2. To fulfil appropriate administrative duties in a professional manner in order to promote the UTC by providing a welcoming and efficient first point of contact on behalf of the organisation.
3. To provide administrative support to the School Business Manager to ensure the smooth running of the general office.
4. Working with the Data and Exam Manager to support the administrative function of all internal and external examinations within the college.

Duties and responsibilities

Reception

1. Undertake reception duties, answering the telephone (transferring calls, taking and delivering caller messages) and dealing with face to face enquiries.
2. Signing in visitors and issuing passes, alerting staff to the arrival of a visitor, monitoring the collection of the visitor, signing out and collecting passes as they leave.
3. Liaising with staff for the delivery and collection of parcels.
4. Assist with student first aid/welfare duties, liaising with parents/staff etc.
5. Assist in arrangements for school trips, events etc.
6. Provide general clerical/admin support, e.g. photocopying, filing, completing standard forms, responding to routine correspondence, sorting and distributing internal/external mail and emails.
7. Maintain manual and computerised records/management information systems.
8. Undertake typing and word-processing and other IT based tasks.
9. Provide advice and guidance to staff, students, parents/carers and others.
10. Produce lists/information/data as required, e.g. student data.
11. Maintain and collate student reports.
12. Operate relevant equipment/ICT packages/information systems (e.g. MS Office, internet, Bromcom, E-mail).
13. Maintain stock and supplies, cataloguing and distributing as required.
14. Provide general advice and guidance to staff, students and others.
15. Ensure the reception is kept clean and tidy.
16. Ensure reception is kept well stocked with promotional materials, e.g. prospectuses.
17. Treat all users of the school with courtesy and consideration, and promote and ensure the health & safety of students, staff and visitors (in accordance with appropriate health & safety legislation) at all times.

Exams

Technical Excellence, Employable Graduates

1. Work with the Vice Principal to ensure dissemination of information from exam boards to students and staff as appropriate.
2. Collecting and collating examination entries, amendments, forecast grades and coursework marks and other returns to examination board deadlines.
3. Issuing examination timetables to relevant students.
4. Preparation and display of seating plans.
5. Ensuring the college complies with invigilation and examination security regulations.
6. Making arrangements for students with timetable clashes.
7. Ensuring examination stationery is kept secure and available as required.
8. Ensuring the effective administration of individual examinations and the distribution of papers.
9. Ensuring the effective completion of attendance sheets, checking scripts, packing and posting examination papers.
10. Working with the Vice Principal to maintain and update Bromcom to ensure all examination records are accurate and updated.

Support for the College

1. Be aware of and comply with policies relating to Child Protection, Health & Safety, Equal Opportunities, Confidentiality, and SEN Code of Practice as well as general staff procedures.
2. Contribute to the overall ethos, vision and aims of the college.
3. Appreciate and support the role of other professionals.
4. Attend relevant meetings as required.
5. Participate in training and other learning activities as required.

Additional responsibilities

1. To perform duties and attend meetings as reasonably required.
2. To participate in the College's appraisal scheme.
3. To undergo in-service training where required.
4. To observe and implement current college policies and good practice.
5. To perform other duties as circumstances arise, under the reasonable direction of the Principal.
6. To assist in the provision of information to governors in relation to meetings, minutes, policies etc.
7. To support other administrative staff, demonstrating flexibility to ensure the College administrative requirements are met.
8. Such other duties as from time to time may be required and are consistent with the role.

Safeguarding:

- Be fully aware of, understand and act upon the duties and responsibilities arising from legislation and guidance in relation to child protection and safeguarding.
- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding policy within the College
- Comply with the College's Safeguarding Policy in order to ensure the welfare of children and young persons

Disclaimer

The job duties, elements, responsibilities, skills, functions, educational factors and the requirements and conditions listed in this job description are representative only and not exclusive of the tasks that any employee may be required to perform. Scarborough UTC reserves the right to revise this job description at any time.

Technical Excellence, Employable Graduates

Working Hours

Full time core hours are 37.5 hours per week.

Your normal working hours will be 8.00am – 4:30pm Monday – Friday. You are entitled to 60 minutes unpaid break each day.

You will occasionally be required to work outside of core hours, for which lieu time will be accrued. Lieu time may be taken during term time with the prior approval of your line manager and in line with business requirements.

Annual leave may only be taken during college holiday periods.

Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Clerical or administrative experience • Experience of working with Microsoft Office • Experience of working with SIMS or a similar data management system • Administrative experience • Experience of working with children and young people and their parents/carers 	<ul style="list-style-type: none"> • Experience of working in a school environment • Experience of implementing attendance policies
Knowledge	<ul style="list-style-type: none"> • Knowledge of administration and office systems • An understanding of issues that may affect a student's ability to attend school 	<ul style="list-style-type: none"> • Knowledge of attendance regulations and targets • Knowledge of school procedures • Knowledge of child protection legislation and procedures
Occupational Skills	<ul style="list-style-type: none"> • Computer literate • Good interpersonal and communication skills • Judgmental skills • Ability to work to deadlines • Excellent communication skills, including advisory and persuasive skills • Ability to establish positive and effective relationships with children and young people • Organisational skills • Analytical skills • Ability to keep accurate records • Ability to work successfully as a team • Ability to work on own initiative • Confidentiality 	

Technical Excellence, Employable Graduates

	<ul style="list-style-type: none"> • Report writing skills • Literacy and numeracy skills to a minimum of level 2 	
Qualifications		<ul style="list-style-type: none"> • Level 3 qualification in business/administration or equivalent • Relevant safeguarding training
Personal Qualities	<ul style="list-style-type: none"> • Attention to detail, neatness and accuracy • Organisational skills Attention to detail, neatness and accuracy • Organisational skills • Ability to work successfully in a team • Confidentiality • Ability to work to deadlines and prioritise own workload, as well as work of others 	
Other Requirements	<ul style="list-style-type: none"> • To be committed to the college’s policy and ethos. • To be committed to continual professional development. • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Enhanced DBS clearance required 	
Equal Opportunities	<ul style="list-style-type: none"> • To assist in ensuring that SUTC’s equalities policies are considered within the college’s working practices in terms of both employment and service delivery. 	