



Penwortham

Priority
ACADEMY

Receptionist and Administration Support Assistant

Application Pack

Required from: As soon as possible

Closing Date: Friday 10th May 2024 at 9am

Interviews will be held Tuesday 21st May 2024

Receptionist and Administration Support Assistant

Start date: As soon as possible

Hours per week: 23 hrs 45 mins / Part time / Term time only / Permanent

Wednesday 7:45am – 4pm

Thursday 7:45am – 4:30pm

Friday 7:45am – 4pm

With a 30 minute unpaid lunch break

Salary: Grade 3 - £22,366 to £23,114 (pro rata £12,139 to £12,545)

Penwortham Priory Academy are looking to recruit a proactive, adaptable and highly organised individual, for a multi-faceted role within our school. This is an exciting opportunity for the right candidate, who will report directly to the Office Manager.

Penwortham Priory Academy is led by an aspirational Principal, together with a Senior Leadership Team and staff who are **committed, positive and willing to evolve**. Priory's aim is to be 'First Choice, Locally Respected, and Nationally Recognised'.


The role encompasses the following distinct areas:

- Reception duties including welcoming visitors, answering the telephone and responding to routine queries
- General clerical and administrative support, including word processing, collating information i.e. reports, and reprographics, filing/archiving, distributing mail, postage, room bookings, lost property and ad hoc tasks as required
- Maintaining and updating manual and computerised records
- Maintaining stock and ordering supplies, checking of incoming deliveries, the distribution and storage of stock
- Assisting with the preparation and running of school events
- General pupil welfare support, where required, including liaison with staff and parents
- Support to other members of the Academy Management Team with their activities
- Undertake the role of First Aider.

The successful candidate will need to demonstrate excellent communication, organisational, and IT skills, and possess a positive, proactive and solution-led approach to work, with the ability to manage competing demands. Experience of working in a reception and/or administrative position is an essential requirement for this post.

Typical working hours will be:

- Wednesday 7:45am – 4pm

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- Thursday 7:45am – 4:30pm
 - Friday 7:45am – 4pm
 - A degree of flexibility will be required to support evening meetings and events

As a school we are committed to continuous staff development and relevant training will be made available to the successful candidate.

On conversion to Academy status the school maintained its pay grading structure, terms and conditions for support staff and policies in line with the local authority. Length of service can be transferred if successful and currently in post at Lancashire County Council. Membership of the Local Government Pension scheme is available.

Application

The closing date for this post is **9am, Friday 10th May 2024**, and assessments/interviews will take place on **Tuesday 21st May 2024**. For an informal discussion about the role, or for a tour of the school, please contact Nikki Burkhill, Office Manager - e-mail: n.burkhill@priory.lancs.sch.uk.

All applications should be on the Penwortham Priory Academy application form, CV's will not be accepted. In your application you should indicate the reasons for your interest in the post, together with a brief outline of how your previous training and/or experience has prepared you for this position and should demonstrate how you meet the requirements in the person specification below.

Applications should be emailed to Mrs S Spencer, Academy Manager via s.spencer@priory.lancs.sch.uk with 'Application for Receptionist and Administration Support Assistant - your name' in the subject line.

Please note that the school is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS clearance.

Note: We will always consider your references before confirming a job offer in writing

It is an offence to apply for the role if barred from engaging in regulated activity.

Penwortham Priory Academy

Job Description

Post Title:	Receptionist and Administration Support Assistant
Team:	Academy Management Team
Grade:	3
Key Duties:	<ul style="list-style-type: none">• Reception duties including welcoming visitors, answering the telephone and responding to routine queries• General clerical and administrative support, including word processing, collating information i.e. reports, and reprographics, filing/archiving, distributing mail, postage, room bookings, hospitality, lost property and ad hoc tasks in line with the post grade• Maintaining and updating manual and computerised records, for example, detentions• Maintaining stock and ordering supplies, checking of incoming deliveries, the distribution and storage of stock• Assisting with the preparation and running of school events• General pupil welfare support, where required, including liaison with staff and parents• Support to other members of the Academy Management Team with their activities• Undertake the role of First Aider.
Reporting to:	Office Manager
Responsible for:	N/A
Other responsibilities	<ul style="list-style-type: none">• To work within school policies and procedures• To work within the General Data Protection Regulations• To contribute to the provision of an effective environment for learning• To support the promotion of positive relationships with parents and outside agencies• To attend skill training and participate in personal/performance development as required• To take care for their own and other people's health and safety.• To be aware of the confidential nature of issues
Summary	Supports the whole school by provision of administration and reception services.



	'Providing a positive impression of the school, through a supportive and seamless communications service to all stakeholders.'
Prepared by	S Spencer

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

School Ethos

All employees have a responsibility to:

- contribute to the Academy's vision to be 'first choice, locally respected and nationally recognised'
- support our pledge to make Priory a school where individuals 'learn to succeed'
- contribute to the four pillars of the Academy's Strategic Development Plan – Learning & Teaching, Stakeholders (Community and Primary), Reputation (Pastoral and Academic) and Funding

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already

Person Specification

<p align="center">Personal Attributes required (on the basis of the Job Description):</p> <p align="center">Receptionist / Administration Support Assistant</p>	<p align="center">Essential (E) or Desirable (D)</p>	<p align="center">Assessed by: Application (A), Interview (I) or Test (T)</p>
<p>Qualifications and Experience</p> <ul style="list-style-type: none"> • Reception/administrative/office experience • 5 GCSE passes including English and Mathematics • ECDL, or equivalent IT qualification • Experience of working in an education environment • Experience using SIMs 	<p align="center">E E D D D</p>	<p align="center">A, I A A A A</p>
<p>Skills, Knowledge and Abilities</p> <ul style="list-style-type: none"> • Computer literacy, including MS Office packages • Written communication, spelling and grammatical skills • Interpersonal and verbal communication skills, including a confident, professional and polite telephone manner and the ability to refer messages accurately • Ability to effectively plan and organise administrative tasks and self-manage workload priorities/conflicting demands • Ability to use own initiative to deal with unforeseen situations, with limited guidance, but within established procedures • Ability to use, or willingness to undertake training in, school information management system, e.g. SIMS/Synergy • Experience of customer service delivery and dealing with the public, including dealing with challenging situations and using discretion • Experience of utilising reprographics equipment • Ability to proactively suggest improvements to administrative systems • Knowledge of health and safety regulations and copyright procedures and regulations 	<p align="center">E E E E E E E E E D</p>	<p align="center">A, I, T A, I, T A, I, T A, I, T A, I A, I A, I A, I A, I</p>



Other Qualities/Requirements		
• A commitment to own personal development and willingness to actively engage in the performance management process	E	A, I
• Dependable, committed and adaptable, with a flexible approach to work	E	A, I
• Ability to work collaboratively with colleagues	E	A, I
• Ability/willing to work outside of core hours when required to provide occasional unforeseen absence cover and to support school events	E	A, I
• Willing to undertake first aid training, and administer first aid when required	E	A, I