



Christ the King College

## **JOB DESCRIPTION: Receptionist/Admin Assistant**

**Date:** September 2024

**Reporting to:** Administration & Business Support Manager/Team Leader

**Responsible for:** None

**Salary:** NJC Scale 2, Point 3 to 4

**Working Conditions:** 37 hours/week; term time plus 15 days

### Main Purpose of the Job

To manage the College reception and to fulfil appropriate administrative duties in a professional manner in order to promote the College by providing a welcoming and efficient first point of contact on behalf of the organisation, and to provide administrative support to ensure the smooth running of the general administration.

### Main Responsibilities

- Provide a full reception service, helping to create a pleasant, welcoming atmosphere, answering telephone calls, dealing with face to face enquiries and dealing with emails as appropriate
- Welcome visitors to the College following appropriate safeguarding procedures; carrying out identity checks, issuing identity badges to visitors using the visitor booking system, notifying staff of the arrival of visitors, directing them to the relevant area, monitoring the collection of them and signing out and collecting passes at the end of the visit
- Manage the visitor booking system, pre-booking visitors, dealing with students and staff leaving site throughout the day and producing reports, as required
- Ensure the Reception area is welcoming and tidy
- Liaise with staff, parents and other agencies as appropriate
- Deal with post/courier deliveries and collections, the daily incoming and outgoing external post and monitoring the internal post system, distributing post to staff post trays, maintaining an accurate delivery log, etc. This also includes overseeing the use of the franking machine, ordering supplies as necessary and liaising with the supplier for maintenance issues
- Administer emergency First Aid to students and staff as appropriate
- Assist with other administrative tasks, including student attendance, database maintenance, word processing etc
- Carrying out photocopying, undertaking basic word processing and other general office duties under the direction and supervision of the Business Support Manager
- Assist with the processing of College mailings

### General Responsibilities/Organisational Effectiveness

- To undertake supervisory duties at breaks and lunchtimes
- To work collaboratively with other team colleagues as required.
- To work at all times in accordance with the mission, ethos and values of the College.
- To understand and adhere to College policies and procedures.
- To have knowledge of and act in accordance with Health and Safety, Safeguarding and Child Protection policies and procedures.



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- To pursue personal and professional development required for the effective performance of the role.
- To set a good example in terms of personal presentation, attendance/punctuality and professional conduct to act as a role model to other staff and students.
- To always maintain confidentiality and discretion
- To attend meetings and other College events as appropriate
- To work as part of the College's support staff team and to provide support to and back-up cover for other team members as appropriate

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change.

The person in the post may also have to carry out other duties as may be necessary from time to time.