

The Royal Alexandra and Albert School

Receptionist & Administrative Assistant Job Description



Job Title:	Receptionist & Administrative Assistant
Contract type:	Permanent
Reporting to:	EA to the Bursar
Hours of Work:	30 hours per week, 9.00am – 3:30pm/8.30am – 3.00pm (30-minute lunch break included), 5 days per week, 40 – 52 weeks per year
Salary:	£20,607.60 per annum (FTE £25,832.12), depending upon experience, based upon working 52 weeks per year

The Role

To cover the reception and provide administrative support through undertaking tasks which require some generalist knowledge and skills, as well as assisting the EA to the Bursar in the day to day running of the Office.

This is a varied and busy role requiring a lot of autonomy regarding scheduling and work load.

Key Responsibilities

- Day to day running of the reception area, welcoming and orientation of visitors and deliveries (incl. oil) post, archiving, printing of papers for committees.
- Foundation and Boarding procurement, including contract administration and review.
- Management of staff passes, parking, ANPR and DBS awareness.
- Liaison for Gatton Hall events with school events coordinator, catering and estates.
- Ensure relevant and effective communication relating to Foundation/Gatton Trust events & activities
- General admin e.g. recording holidays for Foundation staff, timesheets etc.
- Compliance and Health & Safety admin; assisting with inspections / auditing.
- To lead by example with the transition to a paperless office by assisting with reviewing current filing and archiving.
- To review items stored in safes/secure locations in line with data retention policy.
- Any other duties commensurate with the duties/responsibilities/grade of the post.
- Liaising with all stakeholders where necessary e.g. residents, contractors, staff, external visitors.



Ambition



Courage



Integrity



Respect

Other

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person.
- To contribute to the overall ethos and aims of the School.
- The postholder will demonstrate a commitment to maintaining confidentiality, promoting the ethos of the school and upholding the key values of Ambition, Courage, Integrity and Respect in all aspects of the role. These are the foundation upon which (a) we conduct our work and (b) conduct ourselves both internally and externally with stakeholders. All employees are expected to demonstrate these values in their interactions with others and through their day-to-day responsibilities.

Person Specification:

Criteria	Essential	Desirable
Experience, knowledge and skills	<ul style="list-style-type: none"> • Display high standards of customer service whilst multi-tasking and under pressure • IT competent, able to research and implement new electronic systems and/or ways of working where appropriate • Experience with day to day Microsoft Office and a willingness to learn Google applications • Excellent organisational skills and attention to detail 	
Personal	<ul style="list-style-type: none"> • Self-starter • Confident to challenge the status quo, developing and implementing solutions • Champion of continuous improvement, especially in process redesign 	

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post if successful, including an Enhanced DBS check. Staff must be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.



Ambition



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Respect