

RAMBERT SCHOOL

OFFICE ASSISTANT / RECEPTIONIST JOB DESCRIPTION

CONTRACT TYPE:	Fixed-term contract to cover maternity leave July 2019 to August 2020
HOURS:	Part-time, 9.30am to 5.30pm, Monday to Wednesday
SALARY:	£22,500 per annum FTE (£13,500 per annum pro-rata)
APPLICATION:	CV, cover letter and equal opportunities monitoring form to hr@rambertschool.org.uk
DEADLINE:	9am Monday 3 June 2019
INTERVIEWS:	w/c Monday 10 June 2019
START DATE:	W/C Monday 22 July 2019

PURPOSE OF THE POST

- To manage “front of house” area – greet all visitors and make them feel welcome, cover the switchboard
 - To assist with the smooth-running of the office
 - To provide full administrative support to the administration team and teaching staff as required
 - To arrange internal meetings
 - To assist with school performances and special events
 - To project a professional image of the school at all times
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REPORTING TO

- Head of Administration

KEY WORKING RELATIONSHIPS WITHIN THE SCHOOL

- Principal & Artistic Director
- Deputy Principal
- Head of Studies
- All members of the Operations & Development Team
- All members of the teaching faculty
- Students

KEY WORKING RELATIONSHIPS OUTSIDE THE SCHOOL

- All daily visitors – prospective students and parents, contractors, delivery drivers etc.

JOB DESCRIPTION

General office administration and front of house duties

- Meet and greet all visitors to the School
- Answer and direct all incoming phone calls
- Process all incoming post and outgoing post
- Carry out general admin duties e.g. writing letters and certificates, managing the in-house shared diary
- Maintain the general email accounts (info@ and admin@), responding to queries / directing enquiries as required
- Assist in the upkeep of contact records, including student, staff and trustee contact information
- Input data into the Schools eTapestry database and offer additional data support to staff as required
- Create mailing labels as required
- Order stationary, first-aid equipment and sundries
- Maintaining a clean, tidy and orderly admin office

Day to Day running of the School

- Help maintain general order in the school e.g. clearing lost property and tidying notice board
- Assist with management of building and locker keys
- Manage the electronic noticeboard, updating as required
- Assist with upkeep of Virtual Learning Environment (Office 365)

Internal Meetings

- Assist with organising meeting rooms (booking space, arranging furniture etc.).
- Organise refreshments for meetings, including ordering food and making tea and coffee
- Assist with the preparation and circulation of meeting papers
- Write notes for fortnightly staff meetings

Studio Hires

- Manage booking requests and filter through to the Head of Administration

Performances & Events

- Where required, assist with the management of guest lists for school performances and special events, both at the School and at external venues
- Organise refreshments and assist with any other preparations such as signage, furniture etc.

Other

- Issue ID passes for staff, students and contractors
- Liaise with students and the CDD in regards to upcoming meetings for the Student Advisory Council
- Manage vending machine stock and replenishing the machine as required.
- Restock first aid boxes located outside the studios
- Assist with tours of the school when necessary
- Housekeeping – load/empty dishwasher, make tea and coffee, etc.
- General administrative support for the Operations & Development Team and teaching faculty, as required
- Undertake other duties commensurate with the level of this position

PERSON SPECIFICATION

Essential Skills & Experience:

- Educated to A 'Level or above
- Minimum of one year of administrative experience
- Excellent working knowledge including MS Office (Word, Excel, Outlook)
- 'People person' with a genuine want to interact professionally with all visitors and an ability to establish good working relations at all levels of the organisation
- Excellent interpersonal, oral and written communication skills
- Ability to work independently and as part of a small office team
- Good organisation skills, ability to multi-task, prioritise effectively and work to tight deadlines
- Understanding of equal opportunities

Desirable Skills & Experience:

- Specific experience of working in a school, higher education or the arts
- Passionate about the arts, especially dance
- Valid First Aid qualification
- Minute writing skills
- Experience with CRM databases, particularly eTapestry
- Experience with EventBrite
- Experience with MailChimp or similar email marketing programme

The above serves as a guide and is not exhaustive; all professional staff are expected to undertake other duties and projects as may be reasonably required by the Principal in accordance with the grade of the post. You will be working as part of a small, friendly, administrative team and may be asked to provide extra support within the office during busy periods, working together in a mutually supportive way towards shared priorities.

Rights to work in the United Kingdom

Applicants for this role must be eligible to work legally in the United Kingdom. The successful applicant will be asked to evidence of their right to work in the UK before being formally offered the role. If you do not have the right to work in the UK we will not be able to consider you for this role. If you are uncertain about your eligibility to work in the UK, you are encouraged to contact the UK Borders agency. <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>

DBS checks

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a criminal record check from the Disclosure & Barring Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions