**Job Advert. – *To be completed for every vacancy***

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| **Job Ref. No: *to be completed by HR*** | 1044MO | | | | | | | | |
| **Indeed/Social Media Wording** | We are excited to announce a fantastic new recruitment opportunity for an Office Receptionist and Administrator at Employ My Ability. We are looking for a friendly, organised, and professional individual to be the first point of contact for our students, families, and visitors. This role is vital in creating a welcoming and inclusive environment while providing essential administrative support to ensure the smooth running of our provision. If you have strong communication skills, a passion for supporting young people with special educational needs and disabilities, and the ability to multitask in a busy setting, we would love to hear from you! | | | | | | | | |
| **Job Role:** | Office Receptionist and Administrator | | | | | | | | |
| **Department:** | Education | | | | | | | | |
| **Location:** | Moreton | | | | | | | | |
| **Reports to:** | DSL | | | | | | | | |
| **Remuneration & Rewards Package,** *include sleep-in rates, bonuses, etc.* | * **£23,712 per annum actual salary** (FTE £24,960) * 32 days annual holiday (inclusive of Bank Holidays) – pro-rata for part-time staff. * Term Time Plus contract – total of 9 weeks leave to be used during outside of term time (6.4 weeks paid and 2.6 weeks unpaid included in actual salary amount) | | | | | | | | |
| **Working Days/Hours:** | **5 days Monday – Friday**  **8.30am-4.30pm** | | | | | | | | |
| **Type of Contract:** | Full Time |  | | Part Time | |  | | Zero Hours |  |
| Salaried | Y | | Hourly Paid | |  | | TT+ | Y |
| **Notice Period:** *after probation period* | **6 weeks** | | | | | | | | |
| **Equipment Required** | Mobile Phone | | Laptop | | Fob(s)specify where for below | | Otherspecify details below | | |
| **Tick here if required** | **Y** | |  | | **Y** | |  | | |

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| **Main purpose of job role:** | The main purpose of the job role for an office receptionist at Employ my ability is to provide exceptional customer service and administrative support to ensure the smooth operation of the office. This includes greeting visitors, answering and directing phone calls, handling inquiries, scheduling appointments, managing office correspondence, and assisting with various administrative tasks as needed. The office receptionist plays a crucial role in creating a positive first impression for clients and visitors while efficiently managing the front desk responsibilities. |
| **Key tasks:** | |  |  |  | | --- | --- | --- | | **No** | **Responsibility** | **Details** | | **1** | **Management of the reception** | Oversee the cleanliness, resources, organisation of the office reception. To adhere to policies/procedures when working with contractors, visitors, or auditors. To manage the student absence line and communicate where appropriate. To manage the phone system around term dates.  Signing in/out visitors and staff.  To oversee calls/ visitors/ emails/ post/ petty cash. | | **2** | **Registers and attendance** | Monitoring morning and afternoon student registers for completion. Any student not arrived by 9.30am phone home and report to tutor and DSL. | | **3** | **Coordination of meetings/ paperwork including EHCP annual reviews.** | Co ordination of external meetings, events, transitions which will include sending documents to eternal agencies/parents. This can also include setting times for events such as enrolment day and parents evenings.  Work with Referrals and Student Experience Manager to co-ordinate student annual reviews. Manage the bookings, prepare and collate documents and distribute paperwork and actions. | | **4** | **EHCP admin** | Ensuring most up to date EHCP is on file and updating outcomes on systems. | | **5** | **Student files and information** | Oversee information for student files to make sure details are up to date and correct. Onboarding new students.  Populate student documents ready for completion such as study programmes, reports etc. | | **6** | **Manage stock** | To manage the correct levels of stationary, uniform, promotional items | | **7** | **Manage medication cabinet** | Manage medication cabinet, stock levels, medication file, parent/carer consent forms. | | **8** | **Management of vehicles** | To oversee and manage the vehicles to include booking systems, calendar, MOT service, fuel and cleanliness. | | **9** | **Invoicing** | Weekly scanning of invoices for the finance team. | | **10** | **General Administration tasks** | To complete general administration tasks upon request including system administration. Support with tutor admin. | |
| **Other duties/responsibilities:** | To be flexible in working with other parts of the business to complete general administration tasks. |
| **Safeguarding:** | Employ My Ability is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment.  Applicants will be required to undergo child protections/adult safeguarding screening appropriate to the post, including checks with past employers, and an enhanced DBS check.  It is a criminal offence for those who are barred from working in a regulated activity to apply for this role. |
| **Equality & Diversity:** | Employ My Ability is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.  Employ My Ability is a Disability Confident  employer. |
| This role is exempt from the Rehabilitation of Offenders Act (ROA) 1974.  All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act. | |
| **Closing Date:** | Thursday 27th March 2025 |
| **Interview Date(s):** | W/C Monday 31st March 2025 |
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