

## **Role Description – Assistant Administrator/Receptionist**

22.5 hours per week term-time 8.30am to 1pm  
plus occasional days during college holidays, and additional hours to meet extra demands in term-time, by mutual agreement

### **Principal objectives**

- To provide reception duties and be the welcoming first point of contact for all visitors in the central office.
- To assist in the efficient running of the busy office and provide administrative support to colleagues throughout the college and co-housing community.

### **Main responsibilities**

- To greet visitors and answer the telephone, dealing with issues that may arise and ensuring information is shared promptly and accurately as required.
- To input data on our database system (Databridge MiS), recording student attendance, checking timetables, creating and updating student and cohouser details.
- To update The Mounts social media sites on Facebook, Instagram and Twitter with agreed photos and wording.
- To assist the Finance Team with Gift Aid administration.
- To change the server backup drives on a daily basis and check for integrity.
- To monitor supply of, and order stationery supplies when necessary.
- To assist with typing and circulation of letters and emails to parents and external agencies.
- To assist with the administration of Open Days and other events.
- To support the work of the Office and Information Manager, and the other Administration Assistants, working together as a team to ensure all priorities are met.
- To assist co-workers, house co-ordinators and tutors with typing and administrative needs where necessary.
- To maintain a clean, tidy and welcoming office environment at all times.
- To carry out other ad-hoc duties which arise periodically.
- To provide some holiday cover for the Office.

### **Responsibility**

The Assistant Administrator is accountable to the Information and Office Manager and Coordinator for Education.



**Person specification/personal qualities and skills**

Qualifications and training	Essential	Desirable
Good basic level of education, including English and Maths	<input checked="" type="checkbox"/>	

Knowledge and experience	Essential	Desirable
Experience of working within a busy environment with multiple demands on time and attention.		<input checked="" type="checkbox"/>
Experience of using Microsoft Office products, especially Word	<input checked="" type="checkbox"/>	
Experience of using spreadsheets such as Microsoft Excel		<input checked="" type="checkbox"/>
Experience of data input to Management Information Systems.		<input checked="" type="checkbox"/>
Experience of using social media sites in a commercial setting.		<input checked="" type="checkbox"/>
Experience of working in a college or school environment.		<input checked="" type="checkbox"/>
Experience of working with, or interaction with, adults or young people with learning difficulties and disabilities.		<input checked="" type="checkbox"/>

Personal qualities	Essential	Desirable
Positive, warm and sociable attitude	<input checked="" type="checkbox"/>	
An interest in, and willingness to engage with, the underlying philosophy of the community and the Camphill ethos	<input checked="" type="checkbox"/>	
Commitment to Safeguarding principles	<input checked="" type="checkbox"/>	
Commitment to principles of Equality and Diversity	<input checked="" type="checkbox"/>	
Ability, and willingness, to work collaboratively	<input checked="" type="checkbox"/>	
Ability to communicate clearly and appropriately on many different levels, with internal colleagues and external stakeholders and commissioners	<input checked="" type="checkbox"/>	
Ability to take initiative, and to seek direction, when required	<input checked="" type="checkbox"/>	
Flexible and adaptable approach	<input checked="" type="checkbox"/>	
Openness and willingness to self-reflect	<input checked="" type="checkbox"/>	
Reliable and resilient attitude	<input checked="" type="checkbox"/>	
Willingness to participate in mandatory trainings as necessary	<input checked="" type="checkbox"/>	
Willingness to engage with future personal and professional development which may be required	<input checked="" type="checkbox"/>	