



UTC Warrington

Receptionist & Administration Assistant

Candidate Information Pack





Vacancy: Receptionist & Administration Assistant (Part-time & TTO)

Job start: September 2021 (date to be agreed)

Interviews: w/c 30th August 2021

Salary: £17,842 - £18,562 FTE (Scale 1 of NJC Payscale). Actual salary P/T + TTO £6,004 - £6,246

Benefits: Local Government Pension Scheme

Location: Warrington

Contract type/Hours: Part-time (15 hours p/w) / Term-time only

(Monday – Friday 13:15 – 16:15)

Contract term: Permanent

Introduction

We are seeking to appoint a highly organised and efficient Receptionist & Administration Assistant. The post holder will be expected to promote the vision and values of the college with all stakeholders including parents, visitors and the wider community. We operate a culture of continued professional development and are looking for an enthusiastic, committed individual to join our team.

About Us

UTC Warrington opened in September 2016 and was first inspected by Ofsted in May 2019 and secured a 'Good' judgement in all areas. UTC Warrington aims to become an Outstanding institution by our next Ofsted inspection.

Our key focus is to support young people in preparing for the world of work, develop technical skills, and to find meaningful careers – apprenticeships, university, or employment. Manchester Metropolitan University collaborated with employers such as Sellafield Ltd to create the UTC, providing students with valuable relationships and experiences within the STEM industry in the North West and beyond.

We are a school and sixth form, with a strong focus and vision that prepares students for a high quality role within science, technology, and engineering. Our students study academic subjects, with a range of GCSEs and post-16 qualifications. We also offer the opportunity for students to focus on developing their technical knowledge and skills and to work directly with the region's employers.

Our dedicated personal development programme encourages students to challenge themselves by using their skills in Leadership, Organisation, Resilience, Initiative, and Communication in all aspects of their UTC career. Combined with opportunities to take part in high quality enrichment (cadets, NCS, student leadership, sport) our young people are ready for the world of work.

Our school has fantastic facilities and state-of-the-art equipment. Students have contact with industry professionals and teachers with strong industry experience.

Closing date: Please complete an application form and submit a covering letter to mward@utcw.co.uk. CVs will not be accepted. **The closing date for applications is midnight on Friday 20th August 2021.**

We reserve the right to close this vacancy early should we receive an overwhelming response. All candidates are advised to refer to the job description and person specification before making an application.



UTCW is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Certificate will be required for all posts, along with satisfactory references.

Follow us on Facebook, Twitter and LinkedIn. Further details can be found on our website at www.utcwarrington.org.



Job Description

Job Title:	Receptionist & Administration Assistant
Accountable to:	Office Manager
Salary:	£17,842 - £18,562 (Scale 1 of NJC Payscale)
Hours:	Part-time 15 hrs p/w (Monday – Friday 13:15 – 16:15) Term-time only
Job Purpose:	To be the first point of contact for visitors and stakeholders, providing a courteous and efficient front of house reception service and to provide administrative support to the Office Manager and Senior Leadership Team.
Main duties and responsibilities	<ul style="list-style-type: none"> • To operate a Reception Service that promotes a professional image of the College. • Answering telephone calls using a switchboard system and responding to email enquiries in a professional and helpful manner. • Receiving, logging and passing on messages for colleagues in a timely and effective manner. Ensuring that visitors are made to feel welcome and that colleagues are notified about visitors. • Referring enquiries to the member of staff best placed to deal with complex queries. • Ensuring that face to face queries from visitors, parents, staff and students are dealt with appropriately and in a friendly and welcoming manner. • Ensuring that all visitors are DBS/identity checked and provided with appropriate visitor badges/lanyards. • Communicate effectively with staff, parents and students via email, telephone and in person. • Proficient use of MS Office packages e.g. word/excel for ad hoc administrative tasks. • Collecting and distributing documents/correspondence to and from the correct internal destination; taking and checking deliveries and arranging for them to be delivered to the relevant member of staff in a timely manner. • Using and updating the college’s management information system (SIMS), ensuring that key information is captured and recorded. • Update and maintain a telephone directory for all departments. • Operating standard office equipment including visitor entry system. • Distribution of incoming mail and organisation of external post. • Follow standard procedures for security of confidential data and information. • To provide an in-house reprographics service, ensuring that resources are available to staff as when possible. • Ensure that the reception area is appropriately stocked with office stationery/paper and placing orders, in conjunction with the budget holder. • Assist with the implementation of college administration policies such as the student absence monitoring system. This could involve checking



	<p>documents for errors, resolving queries and inputting of data on to the computer system or MIS.</p> <p>To carry out other administrative tasks and duties as required by the line manager appropriate to the grade of the post.</p>
<p>Other duties and responsibilities:</p>	<p>To carry out any other duties that the Head of College may reasonably request.</p>
<p>Responsibilities common to all staff:</p>	<p>All staff are expected to:</p> <ul style="list-style-type: none"> • Foster UTCW’s vision and objectives. • Ensure equality and diversity is celebrated and promoted through all practice, and that success is achieved through widening participation and encouraging access to a diverse range of students. • Effectively discharge UTCW’s responsibility for safeguarding students. • Work within the UTCW Health and Safety policy to ensure a safe working environment for staff, students and visitors. • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. • Engage actively in the performance review process. • Adhere to policies and procedures as set out in the staff handbook or other documentation available to all staff. • Attending appropriate professional development/training sessions, courses or meetings to ensure that skills are maintained and developed to meet the changing needs of the college. • Comply with the provisions of the UK General Data Protection Regulations (UK GDPR) and adhere to the requirements of all staff to maintain confidentiality in respect of governors, staff, parents, students and members of the general public. • Be responsible and accountable for carrying out the post with regard to the college’s Safeguarding Policy, Equal Opportunity Policy, Health and Safety at Work Act and any other relevant policies and procedures. • To engage actively in the performance review process • Carrying out any other duties associated with the work of the College as may be directed by the Principal & Chief Executive, commensurate with the grade of the post.



Person Specification

	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> GCSE education to include English and Maths (or equivalent) 	Higher level of education
Skills:	<ul style="list-style-type: none"> Ability to build and maintain successful relationships with students, parents and staff, based on mutual respect and consideration. Excellent ICT skills including the ability to use specialist packages. Excellent literacy & numeracy skills. Capacity to quickly develop a working knowledge of the relevant policies, systems, protocols and procedures within the Academy Trust. Ability to identify own learning needs and actively seek development opportunities. 	
Experience, knowledge and understanding:	<ul style="list-style-type: none"> Awareness of the importance of safeguarding procedures. 	<ul style="list-style-type: none"> Working within an educational setting.
Characteristics:	<ul style="list-style-type: none"> Positive, cheerful and pro-active approach. Demonstrate a commitment to the college vision, aims and ethos, its community and the college improvement agenda. Highly personally credible and able to represent UTCW with external agencies, particularly employers. 	<ul style="list-style-type: none"> Enhanced DBS

UTC Warrington is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure and satisfactory references will be required for all posts.

July 2021