

## Job Description

**Job Title:** Board of Education Administrator & Receptionist

**Hours of Work:** Part Time – 28 hours per week

**Reporting to:** To the Director of Education

**Normal Place of Work:** Church House, Daresbury Park

**Job Profile:** To provide administrative support to the schools team of the Board of Education.

To provide efficient reception service, providing a warm and hospitable welcome to guests and visitors and ensuring that meetings held within Church House are well serviced and prepared.

## Main Duties:

### Board of Education Administration:

- To provide secretarial and administrative support to officers of the Board of Education, including:
- To prepare the agenda and take the minutes for the Board of Education and the sub committee meetings.
- Making arrangements for travel, reservations of rooms for meetings, and hospitality for visitors.
- To maintain and update the Schools' database.
- To oversee, coordinate and update the Foundation Governor database, including administering the appointment of Foundation Governors to schools in the Diocese, including monitoring terms of office and ensuring vacancies are filled.
- To undertake the administrative tasks involved in running training programmes and courses to support schools in the Diocese.
- To collate information for the monthly schools bulletin and distribute it electronically.
- To undertake general administrative tasks to support the DBE officers including;
  - Printing, copying and dispatching documents;
  - Answering telephone and e-mail queries;
  - Organising mail and responding to mail when appropriate;
  - Other secretarial, financial and administrative tasks as required.

Such other duties and tasks as the management may from time to time require.

**Reception:**

- To undertake all reception duties in conjunction with the Receptionist and Administrative Assistant.
- To staff the main reception desk, providing a first point of contact for all callers to Church House, welcoming guests and visitors and assisting them as appropriate.
- To staff the telephone switchboard, ensuring that calls are answered promptly and politely and dealing with general enquiries.
- Overseeing the sorting and distribution of incoming post and ensuring outgoing mail is franked and sent on a daily basis.
- To book meeting rooms in the office diary.
- To set up and prepare meeting rooms as required,
- To ensure all staff and visitors are accounted for by signing in and out of the office in order to adhere to fire regulations.
- To be responsible for the Resources area, recording loans of the resources and the catalogue of resources

**Dated:** November 2021

Note – this Job Description does not form part of your Contract of Employment