

Job Description

Post Title:	Media and Marketing Administrative Assistant/Receptionist
Location:	Heanor Gate Spencer Academy
Salary/Pay Range:	Scale NJC 07 to 11 (£20,443 to £22,129)
Hours of work:	Permanent, Full-time, 37 hours per week, 52 weeks a year
Reporting to:	PA and Operations Lead

We are looking to recruit an imaginative, enthusiastic and hardworking Media and Marketing Administrative Assistant/Receptionist to join Heanor Gate Spencer Academy. We would like someone who can plan, create, manage, implement, and evaluate the social media marketing for student involvement, events and recruitment.

Nature and Scope

Working as part of the reception team you will be required to carry out the following duties, detailed below. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.

Main Duties and Responsibilities

- Maintaining, updating and promoting the school website including adding general letters to the school's website
- Leading on the school's digital media and marketing strategies
- Lead on Year 7 and Year 12 recruitment initiative under the direction of the Transition Coordinator and the Head of Sixth Form
- Leading on the school's social media platform
- Creating & designing certificates/tickets/posters/programmes/invitations as required
- Assist with the organisation of success and celebration events – e.g. Sports Award Evening, Y11 and Y13 Awards Evening, Summer Celebrations
- Help to create and update information for the Y9 Pathways events
- Maintain the school telephone extension systems are updated annually.

General Duties

Providing administrative support for teaching staff, curriculum and achievement teams, usually to very tight deadlines. Including:

- Managing parent and student queries and liaison with ALs, AALs and CTLs
- Maintaining signing in and out procedures for visitors, staff and students
- Receiving, directing and responding as appropriate to incoming and external mail, telephone and personal messages
- Receiving and directing visitors as appropriate
- Deal with first aid incidents when they occur.

All Support Staff at Heanor Gate Spencer Academy are required to:

- Work in a professional manner and with integrity. Maintain confidentiality of records and information
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding
- Participate in the Trust Professional Performance Review process and undertake professional development as required
- Adhere to all internal and external deadlines
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post-holder may be required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Person Specification	Essential	Desirable
Qualifications and experience		
<ul style="list-style-type: none"> GCSE (grade A*–C) or equivalent, in English and maths Experience of working with children/young people 	X	
Knowledge and skills		
<ul style="list-style-type: none"> Strong verbal and written communication skills Good standard of numeracy and literacy skills Ability to absorb and understand a wide range of information Ability to manage and deal with confidential data/issues appropriately Ability to proficiently use computer software and data-bases Able to work flexibly to meet deadlines and respond to unplanned situations Efficient and meticulous in organisation Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as health and safety, safeguarding 	X	X
Personal qualities		
<ul style="list-style-type: none"> Excellent interpersonal skills with the ability to maintain strict confidentiality Initiative and ability to prioritise own work and that of others to meet deadlines Able to follow direction and work in collaboration with the leadership team Able to work flexibly, adopt a hands-on approach and respond to unplanned situations Commitment to the highest standards of child protection and safeguarding Recognition of the importance of personal responsibility for health and safety Commitment to the Trust's ethos, aims and whole community Ability to listen and show empathy Ability to show initiative when under pressure. Able to follow direction and work in collaboration with line-manager and the leadership team Ability to build and form good relationships with students, colleagues and other professionals Team player Ability to improve own practice/knowledge through self-evaluation and learning from others 	X	