

**Post:** Receptionist/Administration Assistant

**Responsible to:** Administration Supervisor

## **JOB DESCRIPTION**

### **Purpose of Job**

To provide a high quality, professional reception and administrative service to staff, students and visitors to the college.

### **Main Duties and Responsibilities**

- To be the first point of contact for students and visitors to the college, either by telephone or in person;
- To ensure enquiries are efficiently and discreetly handled and progress monitored;
- To provide an administrative service when required by staff.

Maintaining computerised systems for:

- A lending system for lockers and key fobs;
- Ordering stationary and supplies;
- Inventory records and stock taking;
- Administrative records identified by management; and
- Office e-mail inbox

Provide an administrative service, to include:

- Photocopying;
- Dealing with outgoing mail;
- Word processing; and
- Any other additional duties identified by Line Manager

### **Contacts:**

- College staff
- College Board of Directors
- Students
- Visitors to Conferences, meetings and weddings

## CONDITIONS OF SERVICE

<b>Post Title:</b>	Receptionist/Administration Assistant
<b>Location:</b>	Newbattle Abbey College
<b>Term of Appointment:</b>	Permanent 16 hours per week
<b>Remuneration:</b>	£17,983 - £18,778 pro rata
<b>Pension Scheme:</b>	Lothian Pension Fund Scheme (Employer Contribution - 18.9%)
<b>Reporting to:</b>	Administration Supervisor
<b>Holidays:</b>	45 days per year pro rata (including 10 public holidays)
<b>Closing date:</b>	Monday 23 September 2019

## Person Specification

<b>Education and Qualifications</b>	
Essential <ul style="list-style-type: none"><li>• Qualification in Office Administration or equivalent</li></ul>	Desirable
<b>Experience and Knowledge</b>	
Essential <ul style="list-style-type: none"><li>• Experience in office administration</li><li>• Good IT skills</li><li>• Knowledge of Microsoft office packages</li></ul>	Desirable <ul style="list-style-type: none"><li>• Reception experience</li></ul>
<b>Skills and Ability</b>	
Essential <ul style="list-style-type: none"><li>• Excellent organisational skills</li><li>• Good customer service skills</li><li>• Ability to work in a small team</li><li>• Ability to communicate well both verbally and in writing</li><li>• Ability to exercise discretion when required</li></ul>	Desirable