

Job Description

Job Title: Board of Education Administrator & Receptionist

Hours of Work: Part Time – 28 hours per week

Reporting 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 prepare the agenda and take the minutes for the Board of Education committee meetings.
- Making arrangements for travel, reservations of rooms for meetings, and hospitality for visitors.
- To maintain and update the databases as needed
- 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

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 and 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

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

Dated: January 2022

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