

## **Centre Reception and Administrative Officer**

### **Job Description**

#### **General Purpose of Job:**

To maintain an efficient and welcoming reception area. Ensuring safe and secure entrance and exits of all students, staff and visitors, ensuring that ID's are checked and that students exit with the correct escort/driver.

#### **Functional Links**

The Centre Administrative Officer will liaise with College staff, students, Governors, parents, carers, professionals, volunteers and visitors to maintain the high standards of the College.

#### **Reporting Relationships**

The Centre Administrative Officer will be expected to work under the direction of the Head of Learning Centre and the Senior Leadership Team.

#### **DUTIES AND RESPONSIBILITIES: -**

1. Greet and deal with enquiries via the centre reception from all students, staff and visitors in a polite, friendly, professional manner.
2. Co-ordinate safe entrance and exits of all students, staff and visitors, at all entrance doors ensuring they are signed in and out and that no unauthorized person gains access.
3. Follow safeguarding procedures on reception, including check ID's of taxi drivers/escorts, check identification, escort and transport arrangements/details.
4. Deal with enquiries relating to matters connected with the day to day running of the College, including liaising with other college sites.
5. Use and input Student information onto the College MIS
6. Responsible for the receipt and distribution of all internal and external post to the centre.
7. To handle office diaries and room bookings
8. To monitor general stock levels and stationery.
9. Support with general administrative duties as directed by the Head of Learning Centre, e.g. minute meetings, petty cash forms and letters.
10. Liaise with OHCAT Central HR regarding pre-employment checks including right to work documentation and supporting the administration of interviews.

11. Support the process for DBS renewals in conjunction with Central HR.
12. Liaise with employment agencies to ensure compliance forms are received for agency staff and updated on the Single Central Register.
13. To maintain information in a confidential manner, following data protection regulations.
14. To carry out all duties in accordance with College policies.eg safeguarding, GDPR and Health & Safety.
15. To carry out other such similar duties that may be reasonably required by the Head of Learning Centre & Senior Leadership Team.
16. In the event of absence of review officer cover EHCP Reviews.
17. Management of petty cash including ensuring cash is safely maintained, reconciled and recorded appropriately on the relevant system.
18. Collate and oversee use of Oyster cards within the centre. Liaise with HOLC where there are discrepancies suspected.
19. Responsible for the day-to-day operation of safeguarding processes for internal and external visitors, including induction to the Centre facilities and processes, along with the Centre Receptionist.
20. Able to travel and work across college sites when required.
21. To follow an outlined evacuation policy and maintain safety of staff and students under the guidance of fire and safety training.
22. To maintain a streamlined presentation of the building in collaboration with facilities and reception staff in keeping with the College ethos.
23. To cover and work at other centres to assist with consistent developments across centres.