



Job Advert

Apprentice Education Receptionist/Administrator

Vacancy Reference No: 76

Job Purpose:

To contribute to the effective and efficient compliance of all programmes. This involves upholding health and safety procedures alongside security checks at reception.

General Responsibilities.

- To complete all reception duties, including transferring calls and dealing with general customer enquiries.
- To ensure the health and safety of the education programme by enforcing ID badges are being worn or students are signing in/out at reception.
- To complete all relevant paperwork records, filing and storing information as appropriate.
- To provide, assist and ensure students complete all necessary paperwork and this is filed/ passed on accordingly.
- To prepare and issue any student correspondence/certificates.
- Monitor students' overall attendance across the study programme and complete registers as appropriate.
- To prepare and distribute letters home to students/parents/guardians.
- To contact students/parents/guardians as required, regarding exams, attendance, etc
- To ensure the notice board and event/promotion boards are kept up to date, this includes the reception TV.
- To liaise with marketing companies for website news bulletins.
- To conduct any bulk printing/laminating which may be asked of by other members of staff.
- To ensure all requests from the club are managed.
- To organise and liaise with the football club for room bookings, whether this be classes or meetings.
- To maintain CPD.
- To always represent the organisation in a professional manner.

Qualifications

- Maths and English GCSE grades at 'C' or above.
- Satisfactory DBS check.
- Safeguarding certificate.

Experience

- Enthusiastic
- Diligent
- Work independently and as a team.
- Confident
- Organised
- Hard-working
- Adaptable

Closing date: 6th September 2019

Please send all CVs to Vacancies@swfc.co.uk