



## **Receptionist / Administrator**

### **Reports To**

Operations Manager

### **Job Summary**

We are seeking a professional, organised, and friendly Receptionist / Administrator to be the first point of contact for visitors, clients, and employees. The successful candidate will provide excellent customer service while supporting the smooth day-to-day operation of the office through a range of administrative and reception duties.

### **Key Responsibilities**

#### **Reception Duties include but are not limited to:**

- Welcome and assist visitors, clients, and contractors in a professional manner.
- Answer, screen, and direct incoming telephone calls.
- Manage incoming and outgoing mail, deliveries, and courier services.
- Maintain a tidy, professional, and welcoming reception area.
- Schedule appointments, meetings, and room bookings.

#### **Administrative Duties include but are not limited to:**

- Provide general administrative support to management and staff.
- Maintain accurate filing systems, records, and databases.
- Prepare correspondence, reports, presentations, and other documents.
- Manage office supplies and place orders as required.
- Assist with data entry and record keeping.
- Coordinate travel arrangements, accommodation bookings, and meeting logistics when required.
- Support HR and finance functions with administrative tasks.
- Handle confidential information with discretion and professionalism.



## **Skills and Experience**

### **Essential**

- Previous experience in a receptionist, administrative, or customer service role.
- Excellent verbal and written communication skills.
- Strong organisational and time-management abilities.
- Proficiency in Microsoft Office (Word, Excel, Outlook, and PowerPoint).
- Ability to multitask and prioritise workload effectively.
- Professional appearance and telephone manner.
- Strong attention to detail.

### **Desirable**

- Experience using office management or CRM systems.
- Knowledge of basic bookkeeping or finance administration.
- Experience supporting multiple departments.

### **Personal Attributes**

- Friendly and approachable.
- Reliable and punctual.
- Professional and confidential.
- Proactive and self-motivated.
- Team player with a positive attitude.

### **Working Hours**

- Full-time
- Monday to Friday

### **Benefits**

- Competitive salary
- Training and development opportunities
- Company pension scheme
- Annual leave entitlement
- Employee wellbeing programme



## **Equal Opportunities**

We are committed to creating an inclusive workplace and welcome applications from all suitably qualified candidates regardless of age, disability, gender, race, religion, or sexual orientation.

## **Application Process**

- **Closing Date: Friday 3rd July**
- **Interview date: Week commencing 6th July**
- **Start Date: ASAP**

We are very interested in hearing about the positive impact that you have had on young people.

Please complete a Stone Soup application form. These can be found on our website or by emailing the admin team - [colaribigbe@stonesoupacademy.org.uk](mailto:colaribigbe@stonesoupacademy.org.uk)

Send a letter of application on no more than 2 sides of A4 outlining how your skills and experience will meet the needs of our Academy and how your journey to this point has prepared you for this position.

Please return your completed application form and letter For this position to [colaribigbe@stonesoupacademy.org.uk](mailto:colaribigbe@stonesoupacademy.org.uk)

Stone Soup Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

As an Academy we are committed to safer recruitment which will include satisfactory reference checks and DBS / employment checks.

Stone Soup Academy retains the ability to remove the job posting before the originally stated closing date due to the volume of applications.

We reserve the right to pull and appoint prior to the closing date.