

Post: Administration Assistant/Receptionist

Responsible to: Senior Administrator

JOB DESCRIPTION

Purpose of Job

To provide a high quality, professional administrative service for staff and students, and to take responsibility for our reception area, providing a warm welcome for visitors to the college.

Main Duties and Responsibilities

- As first point of contact for students and the public, answer queries and redirect where appropriate.
- Provide an administrative service to support Cross College services

Maintaining computerised records for:

- Ordering stationary and supplies, including requisitioning on behalf of departments
- Maintaining inventories and stock taking
- Lending system for lockers and key fobs
- Administrative systems
- College Office email in-box

Support Cross College Administration by:

- Minute taking during staff meetings
- Assist with the administration of project work
- Photocopying, Collating Handouts, Booklets, Printing and Laminating.
- Cash Handling and Card payments and recording transactions
- Dealing with outgoing mail
- Carry out additional duties as identified by Line Manager

Contacts:

- Directors Managers and Staff
- Newbattle Abbey College and International Students
- Conference Delegates, Events Visitors, Commercial Clients, External Agencies, Film Crews.

Newbattle Abbey College
Dalkeith, Midlothian EH22 3LL
Tel: 0131 663 1921
Email: office@nac.ac.uk
www.nac.ac.uk
Principal: Roddy Henry

COMPLEXITY: The post holder should be able to demonstrate strong organisational aptitude and possess outstanding customer care skills. The ability to use his/her own initiative is essential as is the ability to prioritise workload to meet deadlines. Working well as part of a team, the successful applicant should be motivated, enthusiastic and demonstrate strong interpersonal and communication skills in dealing with first line enquiries from both internal and external sources.

Person Specification

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

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CONDITIONS OF SERVICE

| | |
|-----------------------------|---|
| Post Title: | Administration Assistant/Receptionist |
| Location: | Newbattle Abbey College |
| Term of Appointment: | Permanent - Part-time - 20 hours per week |
| Remuneration: | £27,246 pro rata, (£15,569) dependent on experience |
| Pension Scheme: | Lothian Pension Fund Scheme with generous employer contribution |
| Reporting to: | Senior Administrator |
| Holidays: | 9 weeks per year (including 2 weeks Christmas Closure) |
| Closing date: | Thursday, 26 September 2024 |

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