Ysgol Bae Baglan

If you dream it, you can achieve it

ADMIN AND ORGANISATION
LEVEL 2 – RECEPTIONIST

RECRUITMENT INFORMATION PACK



Admin and Organisation Level 2 – Receptionist

Permanent: 35 hours per week, 39 weeks.

Working Hours: 7:45am – 3:15pm Monday to Friday

To start: 4th January 2027

The Governors at Ysgol Bae Baglan wish to appoint a Permanent Part Time Receptionist 35 hours per week/39 weeks year

This is an exciting opportunity to work in an all through, 3-16 school that opened to pupils in September 2016. You will work as part of a large admin team, providing administration support on busy reception areas. You would be the first contact for visitors at the school and will need to deal with all incoming telephone queries, handling call flow to staff. It would helpful if the person had a knowledge of SIMS, or whiling to learn this system.

The successful candidate will:

- Be enthusiastic, reliable and committed
- Have experience of administration in a similar environment, ideally in a school
- Have excellent communication, organisational and interpersonal skills
- Have an ability to act upon advice and support
- Can work as part of a team and on their own
- Be first aid trained or a willingness to train
- Be adaptable and hard working

This post is subject to an Enhanced Disclosure (Child's) from the Disclosure and Barring Service.

Neath Port Talbot is totally committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our schools are equally committed to ensuring the safety and protection of all children and young people and will take action to safeguard their wellbeing.

The recruitment process for this post will be underpinned by rigorous safer recruitment assessment to ensure that children and young people are protected.

Welsh language skills are not required.

Applications may be submitted in Welsh; applications submitted in Welsh will not be treated less favourably than an application submitted in English

We offer a guaranteed interview scheme for candidates who have a disability and armed forces veterans.

At Team NPT, we all work together to serve the people, communities and businesses of Neath Port Talbot.

We are committed to providing training opportunities and the professional development of all our employees.

We look forward to welcoming you to Team NPT.

For an informal discussion, please contact Nicola Williams, Strategic Business Leader, on 01639 508540 or email williamsn568@hwbcymru.net

Online Applications Only

Closing Date: 11:59pm Sunday 29th November 2026

EDUCATION, LEISURE & LIFELONG LEARNING

Name of School: Ysgol Bae Baglan

JOB DESCRIPTION

Effective Date: 1st April, 2008

1. Description

Post Title: Administration & Organisation Level 2 **Grade:** 3

Section: YBB

1.1 Position in Organisation

Post title of immediate supervisor: Strategic Business Leader

1.2 Main Purpose of Post

Under the instruction/guidance of senior staff: provide general administrative/financial support to school.

1.3 Main Duties and Responsibilities

Tasks

Organisation

- Undertake reception duties, answering general telephone and face to face enquiries and signing in of visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist in arrangements for school trips, events etc.

Administration

- Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms/respond to routine correspondence
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupils data
- Undertake typing and word processing and other IT based tasks
- Take notes at meetings

- Sort and distribute mail
- Undertake administrative procedures
- Maintain and collate pupil reports
- Undertake routine administration of school lettings and other uses of school premises

Resources

- Operate relevant equipment/ICT packages (e.g. work, excel, databases, spreadsheets, internet)
- Maintain stock and supplies, cataloguing and distributing as required
- Operate uniform/snack/other 'shops' within the school
- Provide general advice and guidance to staff, pupils and others
- Undertake general financial administration e.g. processing orders

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

The Authority retains the right to implement changes to this Job Description to reflect changes in the demands of the post and this will be done in consultation with you.

YSGOL BAE BAGLAN
PERSON SPECIFICATION

Job Title: Admin Assistant Level 2
Salary: Grade 3

Introduction
The purpose of this document is to enable you, as a candidate, to consider whether or not you have the attributes, which are required for appointment to this post. Please note that this document indicates those attributes that are considered to be **essential** to undertake the duties and responsibilities of this post and those that are merely **desirable.** If you do not possess any of the attributes that are **desirable**, this does not mean that you will not be considered for interview or subsequent appointment.

SKILLS/ATTRIBUTES	ESSENTIAL OR DESIRABLE	EVALUATION METHOD
Experience and Knowledge		
Experience of working within a school environment.	**DESIRABLE**	Application Form/ Interview / Reference
Experience of Microsoft Office Packages, including OneNote	**ESSENTIAL**	Application Form/ Interview
Knowledge of SIMs	**DESIRABLE**	Application Form/ Interview
Skills/Abilities Excellent interpersonal communication and organisational skills, including • Ability to communicate effectively both verbally and in writing. • Ability to relate well to children and adults • Excellent telephone manner • Work as part of a team • Be flexible	**ESSENTIAL**	Application Form / Interview/Reference

• Be well organised • Ability to prioritise workload		
<u>Education and Training</u> GCSE English and Maths Hold or be studying for a recognised Qualification linked to Administration	**ESSENTIAL** **DESIRABLE**	Application Form / Verification of Qualifications Application Form / Verification of Qualifications
<u>Other Requirements</u> Ability to establish positive relationships with staff, students, parents and stakeholders	**ESSENTIAL**	Application Form/ Reference