

## Job Description

<b>Job Title</b>	<b>Administrator/Receptionist</b>	<b>Team</b>	<b>St John's College</b>
<b>Job Band</b>	<b>£26,863 per annum</b>	<b>Reporting to</b>	<b>Residential Quality Improvement Manager</b>
<b>Hours</b>	<b>40 hours per week</b>	<b>Line Manages</b>	<b>N/A</b>

**Approved by: Executive Head - STJ**

**Updated: March 2026**

### Role Purpose

To provide administrative and reception support to St Johns College residential management and wider Senior Leadership Teams.

### Key accountabilities and dimensions

#### Administrative Support for the Wider SLT

#### Note-Taking and Meeting Support

- Organising meetings as required such as review and reset. This will include rooms booking, meeting invites etc
- Accurately record minutes during meetings as requested (Multi-Disciplinary Team Meetings (MDT), Disciplinary/Grievance hearings, Residential Leadership meetings etc)
- Distribute notes promptly to relevant stakeholders.
- Maintain an organized archive of meeting records for compliance and reference.

#### Data Management and Tracking

- Design and maintain data tracking sheets for quality assurance purposes.
- Generate reports for senior leadership for quality assurance processes. This will include pulling relevant data from a variety of sources.
- Support the wider SLT in maintaining accurate records for audits and inspections.

#### Organising Events

- Help plan and organize events as required by the wider SLT (e.g., half termly induction for all new staff, enrichment, themed days, awareness weeks, social activities).
- Coordinate logistics such as booking spaces, arranging materials, and communicating with staff and learners.
- Support inclusion by ensuring activities are accessible and autism friendly.

## Parent Communication and Support Systems

- Provide support to the EA/Clerk to the GB where required.

## Administrative Support for Residential Services

### Induction and Training

- Help plan and organize induction and training events as required by the Residential Leadership Team
- Coordinate logistics such as booking spaces, arranging materials, and communicating with staff.
- Inputting and maintaining training related information in the organisational Learning Management System

### Note-Taking and Meeting Support

- Organising meetings as required (Multi-Disciplinary Team Meetings (MDT), Disciplinary/Grievance hearings, Best Interests meetings etc). This will include rooms booking, meeting invites etc
- Accurately record minutes during meetings as requested.
- Distribute notes promptly to relevant stakeholders.
- Maintain an organized archive of meeting records for compliance and reference.

### Data Management and Tracking

- Act as a superuser of residential based data systems
- Troubleshoot and provide support to staff related to data systems as required

## Other General Duties

### Finance

- Raise residential purchase orders and goods received in accordance with the organisations processes and software systems.
- Manage and maintain the weekly residential petty cash and bus passes in line with agreed processes.
- Complete the monthly credit card reconciliations on behalf of the Senior Leadership Team.

### Reception

- Cover reception at lunch time for 30 minutes to cover breaks.
- In event of staff absence, cover reception duties which include, but are not limited to:
  - Being the first point of contact for the college, receiving visitors, telephone calls (internal and external), deliveries and emails.
  - Make taxi bookings as required.
  - Ensure that the daily post is collected, opened and distributed in a timely manner.
  - Ordering of stationary stock and ensuring that stock levels are maintained.
  - In the event of a fire evacuation during reception cover, be responsible for ensuring that visitors are accounted for and communicating with the Fire Officer/s

### Core Responsibilities

- Observe the strictest confidentiality and security of information in line with GDPR.
- Promote the values and objectives of St John's College and Ambitious about Autism
- Ensure health and safety policies and procedures are integral in all work.
- Safeguard and promote the welfare of all learners.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autism's Equality, Diversity and Inclusion policy and procedures.

This job description is not exhaustive and reflects the type and range of tasks responsibilities and outcomes associated with the role.

## Person Specification

Role and Band Competencies	Essential
<b>Education Levels &amp; Qualifications</b>	
1. Educated to Level 2 or above in numeracy and literacy	<b>X</b>
<b>Specific Knowledge, Experience &amp; Technical Skills</b>	
2. Experience of providing high quality administration support within a fast paced/ busy and pressurised environment	<b>X</b>
3. Excellent IT skills – Microsoft Office particularly Excel, PowerPoint, Work and Outlook	<b>X</b>
4. Excellent interpersonal skills at all levels via telephone and written forms of communication including experience of being able to set out and form correspondence or reports	<b>X</b>
5. Experience of using own initiative to plan, organise and manage own workload in an environment where priorities change daily and yet keep to deadlines	<b>X</b>
<b>Personal Attributes</b>	
6. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	<b>X</b>
7. Good appreciation of health and safety in the workplace, data protections principles and equal opportunities	<b>X</b>
8. Discrete and confidential and understands need for sensitivity	<b>X</b>
9. Excellent at planning and organising as well as demonstrating attention to detail and completion of tasks	<b>X</b>
10. Team player – willing to work collaboratively and assist others as required	<b>X</b>
11. Good problem-solving skills and able to take the initiative	<b>X</b>
12. Seeks ways to streamline and increase efficiencies	<b>X</b>
13. Excellent time management skills	<b>X</b>
14. Ability to multi-task and manage constantly changing priorities throughout the day	<b>X</b>

Stage	Timescale
<b>Closing date for applications</b>	Wednesday 15 April 2026
<b>Candidates informed of outcome of application</b>	Thursday 16 April 2026
<b>Interviews</b>	Thursday 23 April 2026

# How to apply

If you would like to find out more about this exciting opportunity, need any further information or wish to have an informal discussion please contact **James Axford – Recruitment Officer.** – [jaxford@abitiouisaboutautism.org.uk](mailto:jaxford@abitiouisaboutautism.org.uk)

## Equal opportunities monitoring

*Ambitious about Autism is committed to fostering equity, diversity, and inclusion at every level of our organisation. We warmly welcome applications from all qualified candidates, valuing the diverse backgrounds, experiences, and perspectives they bring. We encourage applications from individuals regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender identity or expression, marital or civil partnership status, pregnancy or parental status, disability, or age.*

*Our recruitment process promotes equal opportunities, and we are committed to providing reasonable adjustments for candidates with disabilities or additional needs throughout the recruitment process. Please contact our Recruitment Team for accommodations. We recognise disability as a physical or mental impairment that significantly and long-term affects a person's ability to perform day-to-day activities, as defined by the UK Equality Act 2010. All applications will be considered solely on merit, aligned with our mission to support autistic children and young people.*

*Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check. As part of our Safer Recruitment checks, an online search maybe carried out in line with Keeping Children Safe in Education.*

*The Safeguarding responsibilities of the post as per the job description and personal specification.*

*Whether the post is exempt from the rehabilitation of Offenders Act 1974 and the amendment to the Exceptions Order 1975, 2013 and 2021. This means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS Filter Guidance.*



## Contact us

### St John's College

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BN2 0AF

☎ 01273 244000

✉ [reception@st-johns.co.uk](mailto:reception@st-johns.co.uk)

🌐 <https://www.st-johns.co.uk/>



## How to find us

Public transport

Travelling by car