



Job Title: Receptionist and Administration Assistant

Reporting to: PA to the Principal /Office Manager

Grade: 2

Overall purpose of the post:

To provide administrative support to the school.

To provide a professional and efficient Reception service for the school.

Main duties and responsibilities:

- Responsibility for answering incoming communications to the academy;
- Responsibility for greeting and dealing with visitors to the academy;
- Ensuring all visitors to the academy are recorded and have completed the relevant signing in process;
- Issuing visitors with the relevant lanyard to ensure that safeguarding procedures are met;
- Opening, distribution and franking of all the post delivered to and sent from the academy;
- Checking and distribution of all parcels delivered to the academy;
- Providing radio contact for the SLT team via two-way radio;
- Contacting the Emergency Services as directed during any emergency;
- General administration and typing duties, including;
 - a. Assisting with internal and external meeting arrangements, including room and catering booking, preparation of agendas and papers, distribution of appropriate papers, and minute-taking as required;
 - b. Assisting staff and students who come to the Admin Office;
 - c. Undertaking filing on a regular basis, ensuring filing systems are kept up to date;

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;

- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools, relevant health professionals.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the academy.