

## Job Description

**Job Title: Receptionist**

**Reporting to: PA to the Principal**                      **Grade: 2**

### **Overall purpose of the post:**

To provide a professional, welcoming and efficient reception service and administrative support to the Academy.

### **Main duties and responsibilities:**

- Greet and assist all visitors to the Academy; following the Academy's procedures for signing in and issuing appropriate lanyards in line with safeguarding policy
- Provide an efficient reception service to the Academy's students and staff
- Responsible for answering all incoming calls to the Academy
- Provide two-way radio contact with Academy staff
- Provide first aid, as required (full training will be given)
- Maintain accurate records including, but not limited to, students signing in and out of the Academy; the loan of uniform; lost property and confiscated items and the issuing of medication
- Provide general administrative support, as directed by the PA to the Principal
- Assist the Principal's Personal Assistant; covering the duties in her absence
- Provide organisational support for student vaccination programmes
- Contact the Emergency Services, as directed, during an emergency
- Distribute, and where appropriate open, all incoming post and parcels. Where required, take the Academy's out-going post to the local Post Office
- Maintain stationery supplies for both receptions
- Actively participate in team meetings

### **Additional responsibilities:**

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation
- 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.

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