

Job Description

Post Title: Receptionist/Administrator

Establishment: Outwood Academy Danum

Grade: 4 35 hours TTO plus 5 days

Reporting to: PA/Office Manager

Overall purpose of the post

- To provide administrative support to the School
- To provide a professional and efficient Reception service for the School

Responsibilities and accountabilities

1. Responsibility for answering all incoming calls to the School
2. Responsibility for greeting and dealing with visitors to the School.
3. Ensuring all visitors to the School are recorded and have completed the relevant 'signing-in' process;
4. Issuing visitors with the relevant lanyard to ensure that safeguarding procedures are met;
5. Opening and distribution of all the post delivered to the School.
6. Checking and distribution of all parcels delivered to the School.
7. Providing radio contact for the SLT team via two-way radio.
8. Responsibility for administration and typing duties to support the Vice Principals.
9. Assisting the Principal's Personal Assistant and covering the duties of the Principal's PA in her absence.
10. Contacting the Emergency Services as directed during any emergency.
11. To act as Fire Warden and ensure visitors are accounted for during any emergency.
12. Collecting and storing all lost property.
13. General administrative duties for the School.
14. To comply with the School's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns;
15. To comply with the School policies and procedures at all times.
16. 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 and external agency professionals.

Internal: Students, staff, Governors, parents and any other visitors to the School