



Job Description

Job Title: Receptionist

Reporting to: Principal's PA / Office Manager

Grade: Band 4

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:

- Responsibility for answering all incoming calls to the School.
- Responsibility for greeting and dealing with visitors to the School.
- Ensuring all visitors to the School are recorded and have completed the relevant 'signing-in' process.
- Issuing visitors with the relevant lanyard to ensure that safeguarding procedures are met.
- Opening and distribution of all the post delivered to the School.
- Checking and distribution of all parcels delivered to the School.
- Ensuring the Premises Staff Asset Track all new equipment delivered to the School. This involves informing the Site Supervisor of the delivery, and when Asset Tracked, informing the relevant department.
- Providing radio contact for the SLT team via two-way radio.
- Responsibility for administration and typing duties to support the Vice Principals.
- Assisting the Principal's Personal Assistant and covering the duties of the Principal's PA in her absence.
- Contacting the Emergency Services as directed during any emergency.
- To act as Fire Warden and ensure visitors are accounted for during any emergency.
- Collecting and storing all lost property.
- General administrative duties for the School.
- To comply with the School's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns.
- To comply with the School 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.

Special Features

- 37 hours per week, 38 weeks plus 2 days

Personal Contacts

External: Contractors, suppliers, parents and external agency professionals.

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

This job description may be subject to change, following consultation between the post holder and the academy.