

# Job Description

**Post Title:** Receptionist

**Establishment:** Outwood Academy Ormesby

**Grade:** C 37 hours TTO plus 1 week

**Reporting to:** PA/Office Manager

## Overall purpose of the post

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

## Responsibilities and accountabilities

1. Responsibility for answering all incoming calls to the Academy.
2. Responsibility for greeting and dealing with visitors to the Academy.
3. Ensuring all visitors to the Academy 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 Academy.
6. Checking and distribution of all parcels delivered to the Academy.
7. Ensuring the Premises Staff Asset Track all new equipment delivered to the Academy. This involves informing the Site Supervisor of the delivery, and when Asset Tracked, informing the relevant department.
8. Providing radio contact for the SLT team via two-way radio.
9. Responsibility for administration and typing duties to support the Vice Principals.
10. Assisting the Principal's Personal Assistant and covering the duties of the Principal's PA in her absence.
11. Contacting the Emergency Services as directed during any emergency.
12. To act as Fire Warden and ensure visitors are accounted for during any emergency.
13. Collecting and storing all lost property.
14. The ordering of stationery for the reception and the Academy Meeting Rooms.
15. General administrative duties for the Academy.
16. To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns;
17. To comply with the Academy policies and procedures at all times.
18. 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 Academy