

Job Description

Job Title: Receptionist

Reporting to: PA to the Principal

Grade: 4

Accountable for: none

Overall purpose of the post:

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

Main duties and responsibilities:

- Responsibility for answering all incoming calls to the Academy.
- Responsibility for operating the Visitor Electric Gate system.
- Responsibility for greeting and dealing with visitors to the Academy.
- Ensuring all visitors to the Visitor Reception are recorded and have completed the relevant 'signing in' process.
- Issuing visitors to the Visitor Reception with the relevant lanyard to ensure that safeguarding procedures are met.
- Opening and distribution of all post delivered to the Academy.
- Providing radio contact for the SLT team via two-way radio.
- Providing, when necessary, administration and typing duties to support the Vice Principals and other teaching staff.
- Assisting, when necessary, the PA to the Principal.
- Contacting the Emergency Services as directed during any emergency.
- The ordering of stationery for the Visitor Reception.
- General administrative duties for the Academy when required.
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns.
- To comply with the Academy policies and procedures at all times.
- Undertake any other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the Academy.

Special Features

- 37 hours per week, term time only.

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.