

**Job Title:** Receptionist

**Reporting to:** HR & Business Coordinator/Principal

**Grade:**

### **Overall Purpose of the Post**

To provide a professional and efficient Reception service for the academy.

To provide administrative support to the academy.

### **Main Duties and Responsibilities**

- Responsible for answering incoming communications to the academy;
- Responsible for greeting and dealing with visitors to the academy;
- Ensuring all visitors to the academy are recorded and have completed the relevant signing-in process;
- Issuing visitors with the relevant lanyard to ensure that safeguarding procedures are met;
- Opening, distribution and franking of all the post delivered to and sent from the academy;
- Checking and distribution of all parcels delivered to the academy;
- Providing radio contact for the SLT team via two-way radio;
- Administration and typing duties to support the SLT/assisting the Principal's PA when requested;
- Contacting the Emergency Services as directed during any emergency;
- General administrative duties for the academy.

### **Additional Responsibilities**

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;

- 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.