

Job Description



Job title: Receptionist
Reports to: Office Manager
Location: Molehill Primary Academy

Job purpose

This is a busy role and duties will vary day-to-day, but our successful candidate will ultimately be responsible for:

- Undertake specific areas of responsibility, as allocated by the Office Manager, including supporting senior staff.
- Present a professional, welcoming service, greeting all visitors and Molehill Primary Academy staff
- Ensure the reception area is manned at all times and is maintained at a high professional and organised standard.
- Maintain security by issuing visitors' badges.
- Answer, screen and forward incoming telephone calls answering queries where possible and redirecting appropriately.
- Take delivery of incoming mail and distribute to relevant members of staff in a timely manner.
- Liaise effectively with all site staff including cleaning and catering personnel to ensure the academy offices and common areas of the school building are maintained to a high standard.
- Assist the office team with various administrative duties including photocopying, scanning, shredding and filing, and distribution of correspondence and marketing mailshots.
- Monitor office supplies and place orders where necessary.
- Undertake various administrative duties including photocopying, scanning, shredding and filing, as directed by the Office Manager.
- Support Office Manager as press liaison officer with ensuring the Academy receives a high profile within the local community.
- Ensure that there is adequate stock of Trust and academy information in reception including newsletters and prospectuses.
- Carry out any other duties commensurate with the grade and general responsibilities of the post.
- Comply with Health and Safety Regulations.
- Assist in accurately inputting and maintaining student records, data, timetable and reports to the Academy's MIS (Bromcom).
- To carry out any other duties in line with the responsibility level of the post.

Person Specification

- Maths and English GCSE at Grade A*- C or equivalent.
- Excellent organisational and planning skills with outstanding attention to detail.
- Computer literacy in Google Suite and Microsoft Office.
- Ability to work on your own, demonstrating a high level of proactiveness.
- Excellent attendance and time-keeping record.
- Capable of working under operational pressure in a challenging environment.
- Ability to meet deadlines effectively.
- A courteous, positive and 'can do' problem solving approach.
- An ability to form good working relationships with colleagues and to work cooperatively in a team.

- Knowledge, understanding and commitment to safeguarding and promoting the welfare of students.

Key skills/attributes

- Excellent organisational and planning skills with outstanding attention to detail.
- Demonstrate a high level of initiative.
- Computer literacy in usual office applications.
- Ability to work independently and using your own initiative.
- Committed and enthusiastic.
- Excellent attendance and time-keeping record.

Academy Ethos

- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- To engage actively in the performance development process (On Track), addressing performance expectations set in conjunction with the line manager during the autumn modules each academic year.
- To participate in training and other professional development learning activities as required.
- Support the Academy in meeting its legal requirements for worship.
- Promote actively the Academy's corporate policies.
- Comply with the Academy's health and safety policy and undertake risk assessments as appropriate.
- To be aware of and comply with all academy and Trust policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.