

Job Description

Job title: Receptionist / Administrator
Reports to: Office Manager
Location: Bearsted Primary Academy

Role Purpose:

To provide efficient administrative support to the main academy office and ensure all stakeholders' needs are met, both internal and external.

Key Responsibilities

- Present a professional, welcoming service, greeting all visitors and Bearsted Primary Academy staff
- Ensure the reception area is maintained at a high professional and organised standard
- Undertake specific areas of responsibility, as allocated by the Office Manager
 - Support Vice Principal to monitor attendance and to complete first day calling as needed
 - Monitoring the office email account by forwarding emails to the relevant persons, speak to relevant persons about emails and reply as directed by Office Manager or Senior Leadership Team (SLT)
 - Keeping class lists up to date by editing Bromcom records with all relevant information received from parents or carers
 - Circulating the parent newsletter as directed by the SLT
 - Sending of parent letters via electronic system
 - Monitoring information on ParentPay, dealing with parents enquiries on ParentPay
 - Issuing initial login details for all websites used by pupils as part of the curriculum as directed by the SLT
- Maintain security by issuing visitors' badges
- Answer, screen and forward incoming telephone calls, answering queries where possible and redirecting appropriately, seeking advice from the Office manager if necessary
- Take delivery of incoming mail and distribute to relevant members of staff in a timely manner
- Organise meeting rooms as requested by the Office Manager
- Monitor office supplies and place orders as directed by the Office Manager
- Undertake various administrative duties including photocopying, scanning, shredding and filing, as directed by the Office Manager
- Support Office Manager 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
- Carry out any other duties commensurate with the grade and general responsibilities of the post
- Comply with Health and Safety Regulations
- Quality assure and proofread all correspondence directed to forward to parents/ carers and any other outside agencies

Person Specification:

- Excellent organisational and planning skills with outstanding attention to detail
- Demonstrate a high level of confidentiality at all times
- Demonstrate a high level of initiative
- Computer literacy in usual office applications
- Ability to prioritise own workload
- Committed and enthusiastic
- Excellent attendance and time-keeping record

The key tasks outlined above are generic to the role of Receptionist/Administrator. In addition, you will be expected to undertake the specific tasks as outlined by the Office Manager.

General

Professional Development

- To take responsibility for personal professional development
- To take part, as appropriate, in the academy's professional development programme
- To engage actively in the Performance Management Review process
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence

Professional Values and Practice

- To support the academy's responsibility to provide and monitor opportunities for the personal and academic growth of student
- To provide a role model through their personal and professional conduct
- To work as a member of designated teams and contribute positively to effective working relations within the academy
- To be proficient in the application of literacy, numeracy and ICT
- To safeguard the health and safety of all students both on the academy premises and when engaged in authorised school activities elsewhere
- To contribute to the effective running of the academy

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.

