

Job Description



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

Job purpose

To provide efficient administrative support to the main academy office and ensure all stakeholders' needs are met, both internal and external. To ensure the transition from High Weald Academy to Snowfields Academy runs smoothly.

General responsibilities

- Undertake specific areas of responsibility, as allocated by the Office Manager, which may include supporting senior staff with the following areas:
 - Monitoring pupil attendance and first day calling if needed, using the MIS for information
 - Print off fire alarm registers once class registers have been completed
 - Liaising with KCC transport, taxi drivers and parents regarding pupil transport
 - Monitoring the office email account
 - Keeping class lists up to date
 - Sending of parent letters via electronic system
- Present a professional, welcoming service, greeting all visitors and 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/pigeon holes in a timely manner
- Book meeting rooms
- 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.
- Administer first aid as and when required
- Carry out any other duties commensurate with the grade and general responsibilities of the post
- Comply with Health and Safety Regulations

Person Specification:

- Excellent organisational and planning skills with outstanding attention to detail
- Demonstrate a high level of initiative
- Computer literacy in usual office applications
- To provide a role model through their personal and professional conduct
- To be able to engage with students in a mature and professional manner
- 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 your Line Manager.

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

- 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 on own initiative
- Committed and enthusiastic
- Excellent attendance and time-keeping record
- 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 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.