

Job Description

Job title: Receptionist

Reports to: PA to Principal

Location: Strood Academy

Term Time + 2 weeks



JOB SUMMARY:

To assist the Admin Team in ensuring the effective operation of all aspects of the main school office and reception. To proactively support the development of a dynamic learning community through effective delivery of administrative services by ensuring all administrative tasks are completed in aiding the operation of the academy.

KEY TASKS:

- To manage the info@ email address, forwarding emails onto the relevant members of staff.
- To manage the answerphone, forwarding messages to relevant staff.
- To answer all calls via the switchboard. Process messages to staff and students via voicemail, written communication, email or if necessary to personally deliver urgent messages to staff/students.
- To ensure the reception area is manned at all times.
- To manage parentpay administration
- To meet and greet visitors in a professional and welcoming manner which represents the academy positively.
- Ensuring that all visitors are signed in and issued with a visitor pass to maintain security and safeguarding measures.
- To sort and attach appropriate postage to outgoing mail and prepare for the collection by Royal Mail.
- To keep the reception area neat and tidy ensuring that it is welcoming for visitors.
- To assist in typing of correspondence/reports as directed by the Admin Team.
- To ensure that there is adequate stock of school information in Reception.
- Assist with the input of data on the School Management System, including data collection sheets

KEY REQUIREMENTS:

- Excellent organisational and planning skills
- Excellent computer skills all office applications
- Ability to work on own initiative
- Excellent attendance and timekeeping record
- Awareness of GDPR

ATTITUDES:

- A team player
- A commitment to child protection and safeguarding
- A reflective and flexible approach
- Positive, enthusiastic and energetic approach to life
- Ability to think creatively and imaginatively
- Supportive of the school's ethos

The key tasks outlined above are generic to the role of Receptionist. In addition you will be expected to undertake the specific tasks as outlined by the Principal.

Owing to the collegiate nature of the Trust's Academies it is recognised that the Principal may well wish to vary the nature and/or manner of execution of some of the roles outlined above. In such circumstances any variation to the roles and responsibilities of the job holder will be agreed in writing between the Principal; the job holder; and the job holder's line manager. Such variations will only be allowed if they fall within the

general scope of the roles and responsibilities of the job and skills and capabilities of the job holder and they will not be taken as being grounds for a reappraisal of the job in respect of its position in the pay Structure.

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.