

Job Description



Job Title: Receptionist/Administrator

Reports to: PA to Principal

Location: Snowfields Academy (Minster Campus)

Role Purpose:

Provide efficient administrative support to the academy and ensure all stakeholders' needs are met, both internal and external. To promote the school in a positive manner at all times to staff, pupils and visitors.

Key Responsibilities

- Day to day school administration tasks and ensure deadlines are met.
- Present a professional, welcoming service, greeting all visitors and academy staff.
- Ensure the reception area is maintained at all times to a high and professional standard
- Maintain security by issuing visitors badges
- Answer, screen and forward incoming calls answering queries where possible and redirecting appropriately
- Monitor the academies email account
- Print off fire alarm registers once registers are completed
- Take delivery of incoming mail and distribute
- Book meeting rooms
- Liaise effectively with site staff including catering and cleaning to ensure the academy offices and common areas of the school are maintained to a high standard
- Monitor office supplies and place orders as necessary
- Comply with Health and Safety Regulations
- Liaise with KCC transport and taxi drivers
- Manage minibus bookings for trips
- Assist with maintaining student IHP ensuring they are up to date
- Book student Annual Reviews and prepare documentation
- Carry out any other duties commensurate with the grade and general responsibilities of the post.

Personal Specification

- Excellent organisational and planning skills with outstanding attention to detail
- Demonstrate a high level of initiative and decision making
- Computer literacy in Google applications, MS Word and MS Excel
- An understanding of working with systems would be beneficial
- 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 prioritize own workload
- Committed and enthusiastic
- Excellent attendance and time-keeping record

Safeguarding

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.