# Northern Education Trust – Job Description

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| **Job Title:** | Receptionist |  |  |
| **Base:** | Academy |  |  |
| **Reports to:** | PA to Principal and Officer Manager | **Grade:** | SCP 10-12 |
| **Service responsibility:** |  | **Salary:** | £15, 613 - £16, 123  (FTE) |
| **Additional:** |  | **Term:** | 37 hours per week, 41 weeks per year (actual salary to be pro-rata in line with weeks worked) |

**JOB PURPOSE**

 To deliver administrative support and provide a professional and efficient Reception service to the Academy.

**JOB SUMMARY**

1. Responsibility for answering all incoming calls to the Academy, dealing with calls efficiently and effectively;
2. Responsibility for greeting and dealing with visitors to the Academy, ensuring all visitors are recorded and have completed the relevant ‘signing in’ process;
3. Issuing visitors with the relevant lanyard to ensure safeguarding procedures are met;
4. Checking, opening and distribution of all post and parcels delivered to the Academy;
5. General administrative duties for the Academy;
6. Providing radio contact for the SLT team via two-way radio;
7. Responsibility for administration and typing duties to support the Vice Principals;
8. Assisting the Principal’s Personal Assistant and covering the duties of the Principal’s PA in her absence.
9. Collecting and storing all lost property in the Academy;
10. Responsibility for organising appointments, maintaining an Academy diary and arranging hospitality for staff, visitors and events.
11. To comply with the Academy’s Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns;
12. To assist with the supervision of students including before and after school if appropriate and within working hours;
13. Actively ensure continuous professional development is addressed through accessing appropriate development opportunities and to share learning with others;
14. To comply with Trust policies and procedures at all times.

**General**

• All staff of the Northern Education Trust will abide by the One Academy Rule: ‘**All students and adults are expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people at all times’.**

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: …………………………………… Date: ……………………………….