

## **JOB DESCRIPTION**

**Job Title:** Receptionist/Clerical Assistant  
**Grade/Salary Scale:** UCAT Grade 2  
**Hours of Work:** 20.5 hours over 2.5 days Wednesday afternoon, Thursday and Friday. Term time only plus 2 additional INSET days

### **Core Purpose**

The post holder will be required to ensure visitors are made welcome and directed to the appropriate destination and be confident in dealing with people of all ages and backgrounds, providing support as required to students. To answer the telephone and organise the reception office. Responsibilities will also include general clerical duties.

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### **Main Responsibilities**

- Management and operation of the reception area, greeting and directing visitors and parents and students.
- Signing in students/visitors having an awareness of security issues, identifying visitor's purpose for being on site and informing the appropriate member of staff.
- Contacting parents and students as requested by teaching or support staff.
- Answering the telephone, taking messages with full details and passing to recipient in a timely manner.
- Provide clerical and administrative support to teaching and admin staff utilising appropriate Microsoft and SIMS applications.
- Monitoring of Free School Meals entitlements and addressing issues if necessary, recording on Sims to maintain accurate information for cashless catering provision.
- Distribution of incoming and outgoing mail and communications in a timely manner. Ensure adequate monetary levels are maintained on the franking machine.
- Monitor and maintain supplies of administration and hospitality resources.
- Attend designated meetings and training

All job descriptions to be reviewed annually as part of the staff development process.

### **This post will require the holder:**

To participate fully in the daily organisation of the academy, through staff duties and other activities identified as appropriate by the Principal.  
Work collaboratively and supportively with colleagues to achieve best outcomes for students; know when to seek help and advice.

Maintain confidentiality inside and outside the workplace

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### **In the fulfilment of these duties the post holder shall have regard to the:**

- Requirements for Health and Safety at Work.
  - Statutory regulations where they apply.
  - Child protection and safeguarding.
  - National agreed codes of practice.
  - Academy Health and Safety Policies and security procedures.
  - Copyright procedures
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