



Crewe Engineering & Design UTC

JOB DESCRIPTION

JOB TITLE	Receptionist 30 hours pw, 9am to 3pm daily (part time, term time only) Fixed term to 18.7.2025	GRADE	3 - £24,027 - £24,405 pro rata (£16,809 - £17073 actual salary 39 weeks)
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BASIC JOB PURPOSE

- To provide an efficient reception and telephone answering service (both internal and external).
- To provide a range of administrative services in a busy college environment.
- To maintain confidentiality and a friendly, professional manner at all times.
- To share and support the college's responsibility to provide and monitor opportunities for personal and academic growth.

MAIN RESPONSIBILITIES

1.	To provide a reception and telephone answering service (both internal and external) to ensure that all callers are dealt with promptly and directed to the appropriate department.
2.	Acting as initial point of contact for visitors to the college and dealing with complaints and enquiries from parents and members of the public.
3.	To ensure that all Safeguarding procedures, relating to visitors in the college, are carried out correctly.
4.	Assist Pastoral admin in contacting parents regarding any absent students, maintain registers where necessary, alert the pastoral team to absences reported.
5.	Checking and signing for deliveries to the college. Maintaining a system to track deliveries and advising staff of arrival. Assisting with ordering on the Finance system.
6.	Ensuring welfare of students, directing to Student Services where necessary, supervising sick students in the reception area. Signing students in and out of the building, issuing passes and lost property where appropriate.
7.	Recording First Aid instances on the college system. Administering First Aid where necessary.
8.	Updating and accessing student personal data such as telephone numbers and addresses.
9.	First point of contact for booking meeting rooms – internally and for the Trust. Managing the diary for meetings. Liaising with IT, Site Manager and Catering Manager regarding any requirements for delegates.
10.	Liaising with external suppliers to arrange site visits, eg Immunisation team, college photographer.
11.	General admin duties such as issuing and collecting in various college forms from students, managing and maintaining the college enquiries email address and communicating with parents regarding logins for accounts, permissions for trips/photographs etc
12.	Managing the adhoc purchases on Parentpay, (eg ties, revision guides) advising Teachers and Support staff so that items are distributed. Maintaining a tracker of purchases.
13.	Taking responsibility for registers and signing in / out books during fire drills.
14.	Provide general clerical/administrative support and respond to routine correspondence
15.	Maintain the college's presence on our social media platforms, preparing posts and content using the system in place for approvals.
16.	Administer the distribution of the school newsletter

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined as necessary by the Trust.