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|  | **Job Description**  |
|  **Academy :**  | Leeds City Academy  |
| **Job Title:**  | **Student Receptionist**  |
| **Grade:** **Hours:**  | B1 P4 – P6 £18, 426 - £19, 171 Pro Rata £16, 497 - £17, 16137 Hours per week Monday - Thursday 08:00 - 16:00Friday - 08:00 -15:30Term time only plus 15 days  |
| **Accountable to**  | Business Manager |

**Role:**

Purpose of job: To contribute to the key objective of the Academy Development Plan, ‘Raising standards of achievement’, by effectively and professionally providing a range of administrative duties. This will include being the front face of student reception.

Responsible for: Student Reception/ administrative duties

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*NB: All post-holders at The White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the Academies. The five principles of the Children’s Act: Every Child Matters guide the work of every adult working at or associated with Leeds City Academy.*

**General Duties and Responsibilities:**

* Be responsible for opening student reception and ensuring it is staffed from 08:00 each morning, including student break times and lunchtimes and after school.
* Act as the first point of contact for student reception providing courteous, professional, calm and friendly support for students
* Greet all incoming students, attend to parent/carers and visitors arriving at student reception and redirect as appropriate.
* Meet and greet all new admission students to Leeds City Academy.
* Deal with student enquiries efficiently and in a pleasant and courteous manner.
* Undertake student reception duties, retrieving telephone messages and emails, answering routine telephone and face to face enquiries.
* Deal with student requests, such as phoning home, taking notes, delivering items to students and collecting students
* Manage the signing in and signing out of students in line with the safeguarding protocols & liaising with main reception as required to ensure protocols are followed.
* Escort students to seclusion and internal exclusion if required on arrival to school.
* Lead first aider; act as first responder, look after sick and injured students, liaise with staff and parents. Ensure adequate stock levels of first aid suppliers are kept and regularly check stock levels of all first aid boxes in the academy.
* Maintain the academy accident register, keeping up to date records of all accidents and minor injuries in accordance with the academy policy.
* Ensure Year Managers complete risk assessments for students returning to school with illness or injury e.g. crutches, slings, casts.
* Following current protocols and in accordance with academy policy administer medication to students who have a care plan in place or require medication during the school day.
* Maintain the central student locker database and support students with enquiries relating to this. Keep records of deposits and refunds for locker keys and cash receipt records. Ensure lockers are emptied when students leave the academy and report any defects to the site team for repair.
* Maintain and manage the uniform shop, planners and student stationery, ensuring stock is accounted for and distributed. Ensure cash handling is carried out in accordance with Academy financial procedures.
* Provide routine clerical support e.g. reprographics, filing, scanning, emailing, completing routine forms, word-processing and other IT based tasks as directed by the Inclusion Manager and other senior leaders.
* Support the Pastoral Team at the start of the school day in making telephone calls to parent/carers.
* Maintain late desk in the event of Attendance Officer absence until cover is arranged.
* Make first day absence calls in the event of Attendance Officer absence.
* Produce AM & PM fire registers in the event of Attendance Officer absence.
* Manage the detention system and be available to escort students to detention at the end of the day.
* Use SIMS to record incidents and record contact with students and parent/carers.
* Work with Year Managers to organise and coordinate all school immunisations
* Issue and maintain records of free bus travel passes issued to students

**Other duties**

* Provide cover for main reception as required, for example during times of absence or annual leave.
* Process text communications from academy to parents as directed by senior leaders
* Ensure good levels of housekeeping and a welcoming environment is achieved in the student reception area
* Assist with after school events including Meet Your Form Tutor Day and Parents Evenings
* Undertake any other duties commensurate with the post.

**Equal Opportunities:**

* To promote equal opportunities in Education in Order that all children and families will gain optimum benefit from the service provided
* To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing

**Generic Staff Requirements:**

* Uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, students, parents / carers and the wider community
* Adhere to the principles expressed in the aims of the Academy and its mission statement
* Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement
* Be a positive, collaborative team member

* Apply Academy policies in all aspects of the role
* Keep up to date with all aspects of the safeguarding children policy as it applies to the post

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified.

This job description is current at the date shown but may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

All postholders are accountable through The White Rose Academies Trust Performance Management Policy. The Governors and Principals of The White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.

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| **Signed**  |   | **Dated**  |   |