



# GREENWOOD ACADEMIES TRUST

## JOB DESCRIPTION

Post Title: RECEPTIONIST/ADMINISTRATIVE ASSISTANT

Responsible to: Principal through the Director of Inclusion/Office Manager

Purpose: The post holder, under the direction/supervision of their line manager will provide receptionist and routine general clerical and administrative support to the Academy.

The following information is furnished to assist staff joining the Trust to understand and appreciate the work content of their post and the role they play in the establishment.

### MAIN (CORE) DUTIES:

The post holder will be required to use the Trust's standard computer hardware and software packages where appropriate as well as Microsoft Office packages.

- Undertaking/covering reception/switchboard duties as necessary, being the first point of contact for parents, pupils, visitors and staff.
- Maintaining diaries, arranging appointments / meetings as appropriate.
- Keeping visitors' logs up-to-date and informing relevant staff of all scheduled appointments.
- Providing clerical support, including word processing and other IT and admin based tasks e.g. photocopying, filing and emailing.
- Undertaking routine administration i.e. detention letters, referrals and references, inventories, reports, data entry, etc.
- Sorting and distributing incoming and outgoing mail and emails.
- Collating and maintaining pupil details both manual and computerised.
- To manage the data systems for both staff and pupils
- Assisting in the maintenance of the Academy's website and social media accounts in liaison with the Communications Manager and Office Manager to effectively market the Academy.
- Assisting in responses to queries

- Assist with the recording of, updating of and reporting of attendance.
- Assist with any finance administration tasks where necessary.
- Administration of First Aid after completion of relevant training provided by the Academy.
- Informing senior management immediately any fire alarm sounds in school or if, for any other reason, evacuation of the buildings may be required.
- Ensuring confidentiality at all times.
- Any other deemed to be appropriate to the role.

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.