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| **Job Description** |

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| **Academy :** | Leeds East Academy |
| **Job Title:** | Receptionist / Admin Clerk |
| **Grade:** | A1/3 (£15,454 - £16,191) Full Time 37 Hours P/W All Year Round |
| **Accountable to:** | Executive Administration Manager  |

 **Role:**

To contribute to key objectives of the Academy Development Plan, ‘Raising standards of achievement’ by: efficiently and professionally managing a busy switchboard; undertake administration duties, ensuring compliance with safeguarding protocols.

*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 East Academy.*

 **Duties and Responsibilities**

Be responsible for opening the Reception and ensure the switchboard is operated from 8am each morning

* Act as the first point of contact for parents and visitors providing a courteous, professional, calm and friendly service
* Retrieving telephone messages/emails, taking telephone messages and dealing with basic telephone enquiries
* Liaising with students/staff/visitors on a daily basis
* Signing in and out of visitors and contractors complying with LEA safeguarding protocols
* Provide an excellent customer service to parents, colleagues and visitors to the academy
* Ensure incoming and outgoing mail is dealt with daily, including taking the outgoing mail to post office.
* Signing for and taking delivery of parcels
* To promote equality, diversity and inclusion and demonstrate this within the role.
* To be jointly responsible for promoting and safeguarding the welfare of students

**To undertake routine administrative tasks, including:**

* Provide routine clerical support e.g. photocopying, filing, faxing, emailing, completing routine forms (whole academy photocopying as required)
* Maintain manual and computerised records/management information systems
* Record keeping, data input and retrieval
* Keeping the pigeon holes updated with new staff/leavers
* Undertake typing, word-processing and other IT based tasks
* To use Microsoft Office and Databases effectively to deliver administrative tasks
* To communicate effectively with customers and colleagues in relation to work undertaken
* To work with others to help improve work organisation and effectiveness

Assist the Executive Administration Manager in carrying out Finance related tasks

* Ensure the franking machine is maintained
* Manage and update Staff Telephone List allocating new extension numbers for new members of staff.
* To undertake general office duties as required
* Booking of meeting rooms
* Booking of taxi’s when required
* Support the admin team with daily tasks
* Providing Hospitality on arrival if required
* Manage Stationary, carry out stock take and reorder for Admin department.

**Other duties**

* Every adult within the academy is expected to work with a small group of students as a form tutor
* To assist with afterschool events including Meet your Coach Day and Parents Evening
* In liaison with the attendance team assist with attendance as required
* Cover Student Reception as required
* To register all afterschool clubs and Intervention in the holidays
* Collate and manage in year transfers with the admissions team
* Keep the offsite provision tracker up to date at all times
* To undertake any other duties as required that are 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
* Complete supervisory duties at break, before and after school where required.
* 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, especially in the context of a new and growing Academy which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, 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 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** | Mr C. Stokes | **Dated** |  |