



Job Description

Job title: Receptionist/Administrator
Reports to: Office Manager
Location: Sir Geoffrey Leigh Academy

Job Summary

Ensure the effective administration of all aspects of the academy, pre and post opening. To proactively support the development of a dynamic learning community through effective delivery of administrative services to meet the needs of every stakeholder.

Main Duties

- Undertake a diverse range of administrative duties within the academy, to ensure well-presented and accurate correspondence, reports and other documentation as directed by the Office Manager.
- To act as administrator on the academy ParentPay system including the inputting of data to the highest levels of accuracy.
- To assist the Office Manager with the administration of events associated with the academy.
- To assist with all aspects of the Admissions process as directed by the Office Manager.
- To assist with other admin processes.
- To assist with providing cover for Admin staff absence in Colleges or within the academy where appropriate.
- To be the first point of contact for parents at Sir Geoffrey Leigh Academy reception.
- To answer telephone calls from parents and redirect calls.
- To ensure all late students are signed in correctly.
- To share the responsibilities of Student Data Checking sheets.
- To share the responsibility of updating Student Health Care Plans.
- Share responsibility for dealing with unwell students. To include:
 - Phone calls to parents/carers
 - Dealing with any student on medication, checking appropriate paperwork
- General Filing, copying and shredding as required.

Review of Job Description

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties.

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is

not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal.

Academy Ethos

- To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
- Promote actively the academy's corporate policies
- Comply with the academy's health and safety policy and undertake risk assessments as appropriate

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our students, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

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The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.