



## E-Act Blackley Academy Job Description

POST TITLE

Clerical Officer – Reception

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

SCALE

Grade 3 SCP 12-17

PURPOSE OF THE JOB

To provide an effective clerical and reception service to Academy staff, pupils and visitors.

RESPONSIBLE TO

Operations Lead

RESPONSIBLE FOR

N/A

Blackley Academy recognises and values continued professional development and as such, training opportunities will be made available as appropriate.

## **EMPLOYMENT DUTIES**

### **JOB DESCRIPTION**

#### **General Administration**

- To work as part of a team of support staff to provide a high level effective clerical and administrative support to the academy.
- To act as first point of contact for parent/carers, pupils and visitors both in person and via the telephone, ensuring all visitors have safeguarding/fire information and checking DBS/ID documentation where necessary.
- Assisting staff with the arrangements for any visitors to the academy.
- To arrange and provide hospitality where appropriate.
- To produce and process routine school documentation and letters to parents.
- To operate school Comms and Inventory systems
- To maintain manual and computerised records/management information system (e.g. SIMS)
- To monitor the answerphone
- To maintain stationery stock and request replenishment as appropriate, ensuring stock levels are kept within reasonable levels, signing for deliveries and arranging secure and organised storage of supplies.
- To open and disseminate incoming mail.
- To deal with all outgoing mail, including taking deliveries to the Post Office as required.
- To carry out general office duties, such as photocopying, laminating, filing, emailing, faxing, completing forms etc.
- To work closely with the Academy Finance Officer and within the academy finance procedures in the collection of dinner and educational visits monies and other cash that is being collected by the academy.

- To provide cover for office staff in their absence, as far as practicable, and to liaise with other staff as appropriate.
- To undertake any other duties and responsibilities appropriate to the grade and role.

### **Welfare**

- To carry out minor first aid, looking after sick children, administering authorised medicines and liaising with parents and staff as necessary.
- To be aware of, and follow, the academy's safeguarding and child protection procedures.

### **Conduct**

- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection and all other E-act policies and guidelines.
- Be aware of and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the academy.
- Appreciate and support the role of other professionals as appropriate.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- To act in a professional and confidential manner with all academy information.
- To promote the image of the academy in all contact with the local and wider community.
- To work co-operatively with others and to show commitment to the admin team, through attendance at meetings and working towards shared goals, as well as being an active part of the whole academy team.

All duties and responsibilities to be carried out in accordance with E-ACT's Policies, standing orders and current legislation with an emphasis on customer care, equal opportunities, data protection and health safety.