



JOB TITLE:	Receptionist
LOCATION:	The Leigh UTC (Inspiration Academy site)
RESPONSIBLE TO:	Office Manager

Leigh Academies Trust places learning at the centre of every endeavour. Each member of the UTC community, through their actions, seeks to promote positive and effective learning for all.

Job Summary: To assist the Office Manager to ensure the effective operation of all aspects of the main school office and reception. To proactively support the development of a dynamic learning community through effective delivery of administrative services to meet the needs of every stakeholder.

Key Responsibilities:

- To manage the info@ email address, forwarding emails onto the relevant members of staff
- To manage the answerphone, forwarding messages to relevant staff
- To answer all calls via the switchboard; process messages to staff and students via voicemail, written communication, email or if necessary to personally deliver urgent messages to staff/students
- To ensure the reception area is manned at all times
- To meet and greet visitors ensuring that all visitors are signed in and issued with a visitor pass
- To deal with student enquiries at reception
- To ensure that students are signed in/out via the correct procedures
- To sort and attach appropriate postage to outgoing mail and prepare for the collection by Royal Mail
- To keep the reception area neat and tidy to ensure that it is welcoming for visitors
- To assist in typing of correspondence/reports as directed by the Office Manager
- To ensure that there is adequate stock of school information in Reception
- Assist with the input of data on the School Management System, including data collection sheets
- To provide reprographics support when required
- To administer First Aid ensuring that relevant documentation is completed. On occasions may be required to act as hospital escort, as directed by main office
- To offer cloakroom assistance as and when required
- To place office orders as necessary

Notes: The key tasks outlined above are generic to the role of Receptionist. In addition, you will be expected to undertake more specific tasks as outlined by the Principal.

Owing to the collegiate nature of the Trust's Academies it is recognised that the Principal may well wish to vary the nature and/or manor of execution of some of the roles outlined above. In such circumstances any variation to the roles and responsibilities of the job holder will be agreed in writing between the Principal, the job holder and the job holder's line manager.