

Job Description



Job title: Receptionist

Reports to: Office Manager

Location: Leigh Academy Blackheath

Job purpose

- To provide a first class & welcoming service to all visitors to the Academy
- To ensure Reception is kept clean, tidy and welcoming at all times.
- Manage and organise work of a confidential and complex nature, with considerable tact, diplomacy and a high level of commitment, customer care and flexibility.

General responsibilities

- Present a professional, welcoming service, greeting all visitors, students and LAT Staff.
- To assist the administrative team with various administrative duties including photocopying, scanning, shredding and filing.
- Ensure the Reception area is manned at all times
- Answer, screen and forward incoming telephone calls and emails, answering queries where possible and redirecting appropriately.
- Personally deliver urgent messages to staff/students
- Maintain the reception area to a high professional and organised standard
- Establish good working relationships with all college staff, students, LAT staff and visitors.
- Book taxis and couriers on behalf of staff and visitors
- Distribute mail to relevant members of staff via pigeon holes or offices in a timely manner
- Maintain security by ensuring all visitors and signed in via Inventory, issued with a green/red lanyard security badge.
- Ensure the visitor policy is followed at all times and details of DBS individuals are entered on the Single Central Register.
- Maintain a computerised reservations system for the booking of meeting rooms
- Liaise with the catering team to place orders for catering on behalf of staff booking meeting rooms.
- Sort and attach appropriate postage to outgoing mail and prepare for collection by Royal Mail.
- Manage Info@ and pass on relevant emails to staff members appropriately and efficiently. Any queries to the office to be dealt with within a timely manner.
- Create and design the Newsletter each module, including sourcing information and liaising with the Office Manager and Senior Leadership Team on layout, content etc and meeting deadlines for each draft.
- Provide first aid treatment to students (as trained) and contact home in a child is unwell.
- Monitor office supplies and place orders when necessary
- Liaise with the LRC and co-ordinate repairs for student's chromebooks
- Be accountable for confiscated items. Ensuring they are labelled, logged and kept safe in the office.
- Update student records on the MIS system (Bromcom) as required.
- Carry out any other commensurate with the grade and general responsibilities of the post.
- Comply with Health and Safety Regulations

Key requirements

- Excellent organisational and planning skills with outstanding attention to detail
- Computer literacy in office and G Suite
- Ability to work on own initiative
- Committed and enthusiastic

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Academy Ethos

- To play a full part in the life of the Academy Community, to support its distinctive mission and ethos, encouraging and ensuring 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 pupils, 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

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/business unit at the reasonable discretion of the Principal/Director. 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.