

JOB DESCRIPTION

Post title	Receptionist	Reporting to	Office Manager
Location	West Bromwich Collegiate Academy	Grade	Band C
Contract type	Permanent	Hours of work	37 Hours, Term Time plus 3 weeks

Post Summary

Safeguard and promote the welfare of children and young people and follow school and Trust policies including the staff code of conduct.

To work as part of a team to assist in organising and managing the administrative support systems and activities that facilitates the effective and efficient running of the Academy, including the day-to-day function and supervision of Main Reception.

Duties and Responsibilities

- Daily reception duties ensuring visitors are welcomed and managed according to safeguarding and other Academy policies and procedures.
- Answering incoming phone calls promptly and courteously, transferring calls to appropriate staff and taking and passing on messages as required.
- To provide general administrative support for the Academy.
- Assist with the production of correspondence across the Academy
- Filing, printing and photocopying.
- To assist with the dealing of queries and complaints.
- To use information systems and prepare information for internal use within Excel, Word and PowerPoint.
- To assist with the organising and facilitating of meetings and training events within the Academy.
- Deal with enquiries from students and families in person and via telephone, email and other school-based communication systems.
- To help ensure the prompt circulation of information throughout the Academy.
- To liaise with Academy staff as required.

- To liaise with external organisations as required.
- Support at Academy events including open evening and parents' evenings.
- To ensure technology is used in accordance with Academy policies and procedures
- Arrangement of meetings including arrangements for hospitality.
- Support the preparation and distribution of academic reports.
- Provision of administrative support at parents' evenings and academy events

Special Conditions of Employment

Rehabilitation of Offenders Act

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this post is subject to an enhanced DBS disclosure which confirms the appointee is not on the Children's Barred list being obtained. If you are shortlisted you will be asked to disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) – a failure to do so is likely to result in dismissal should it later be discovered. Any information given will be treated entirely as confidential and will be considered only in relation to this application.

Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the principal by the postholder. Failure by the postholder to do so, or the obtaining by the postholder of a relevant conviction caution or reprimand, may be managed in accordance with Trust Disciplinary Procedure.

Equality and Diversity

Shireland Collegiate Academy Trust is committed to developing, maintaining and supporting a culture of equality and diversity across all aspects of the Trust's work. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

Training and Development

The Trust has a shared responsibility with the postholder for identifying and satisfying training and development needs. The postholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The postholder may also be required to work at other establishments of the Shireland Collegiate Academy Trust, whether current or future, either on a temporary or permanent basis, as the Trust may reasonably require for the proper performance and exercise of your duties. There is an expectation of reasonable travel in connection with job role.

Amendments

This job description may be subject to review and / or amendment at any time to reflect the requirements of the role. Amendments will be made in consultation with any existing postholder and will be commensurate with the grade for the job. The postholder is expected to comply with any reasonable management requests.