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| Post Title | Receptionist/Administrator  |
| Reporting to | PA to the Principal  |
| Responsibility Level | Grade D Points 3-4£18,065 - £18,426 FTETerm Time Plus 4 weeks 8.00am – 4.00pm Monday to Friday, 30 minutes for Lunch  |
| Location | Grace Academy Coventry  |
| Job Purpose | To provide a professional and efficient reception service to the Academy and its stakeholders |
| Main Duties | * To act as first point of contact for students, visitors and telephone callers, providing a courteous, professional and efficient service.
* General administrative duties when required
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| Specific Duties | * Perform reception duties in an efficient manner
* Welcome and sign in visitors using appropriate security procedures
* Deal with queries from staff, students and visitors
* To provide typing, filing, printing, postage, photocopying and general administration duties
* To maintain adequate supplies of stationery and printed materials for by the Academy office.
* To take responsibility for the labelling of staff pigeon holes as appropriate
* To answer calls, professionally and promptly
* To ensure that telephone messages reach the recipient quickly
* Maintain regular consistent and professional attendance, punctuality, personal appearance and adherence to relevant health and safety procedures
* Production/maintenance and housekeeping of student/staff cards
* Responsibility for the issuing and administration of locker keys
* The handling and cashing up of monies from sales (uniform/cards etc)
* Printing registers for fire evacuations
* Support on parents/open evenings (when required)
* To carry out any other reasonable duties as directed by the Administration Manager

Note: During Academy Holiday periods a minimum of two members of the admin/reception team to be on duty between the hours of 8.00 am to 4.00 pm. The PA to the Principal will allocate weeks to be worked in the holidays taking into account employee preferences where possible. |
| Qualifications and Key Skills | * Good communication skills
* Prioritising and organising skills
* ICT skills (word/excel)
* Prior experience of working within a busy school office
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