

Job Description

Academy :	Leeds East Academy
Job Title:	Student Receptionist
Grade:	A1/3 £17,711 - £18,426 Pro Rata £15,080 - £15,689 TTO 5 Days
Accountable to:	Office Manager

Role:

To contribute to key objectives of the Academy Development Plan, 'Raising standards of achievement' by: efficiently and professionally managing the student reception area within the school. Assist with the attendance and behaviour of students.

NB: All post-holders at The White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the Academies. The five principles of the Children's Act: Every Child Matters guide the work of every adult working at or associated with Leeds East Academy.

Duties and Responsibilities

Be responsible for opening the Reception and ensure the switchboard is operated from 8am each morning

- Act as the first point of contact for parents and Students providing a courteous, professional, calm and friendly service
- Retrieving telephone messages/emails, taking telephone messages and dealing with basic telephone enquiries
- Liaising with students/staff/parents on a daily basis
- Signing in and out of parents complying with LEA safeguarding protocols
- Provide an excellent customer service to parents, colleagues and visitors to the academy
- Update and manage Free School Meal entitlements
- Signing for and taking delivery of parcels
- Record and allocate Student Lockers/planners.
- Dealing with student request, such as phoning home, taking notes and delivering items to students and collecting students.

- Run and attend trips and events, collate letters and information and take payments, keeping a precise record
- Maintain and manage the Uniform shop, planners, stationary; ensuring stock is accounted for and distributed
- Maintain and manage the Reward shop, ensuring stamps are collated and deducted from Behaviour Watch
- Complete the late lesson register daily
- Keep the Confiscated Mobile phone/piercings log up to date
- Assist the attendance team with any late students
- Cover other admin roles, main reception and reprographics as required e.g. during times of absence or annual leave
- To promote equality, diversity and inclusion and demonstrate this within the role
- To be jointly responsible for promoting and safeguarding the welfare of students

To undertake routine administrative tasks, including:

- Minute meetings of students reintegrating back to school after a period of fixed term exclusion
- Co-ordinate planned interventions/Internal exclusion for students who have failed to adhere to academy expectations as well as those from other partnership academies
- Facilitate other meetings associated with the work of teams; preparing agendas, taking notes, updating information / records and ensuring that decisions, actions and requests for information are communicated to the relevant staff
- Input new starters in sims on arrival ensuring the records are accurate
- Booking of meeting rooms

First Aid

- Take a lead role in the delivery of the Academy's first aid provision
- Be responsible for the daily management of first aid resources, maintaining appropriate levels of stock
- Ensure timely and accurate records are produced and maintained
- Oversee the NHS vaccination program within the Academy
- Ensure all medication kept on site is accurately labelled and in date.

Other duties

- To assist with afterschool events including Meet your Form Tutor Day, Parents Evenings, Open Evenings and other community events.
 - In liaison with the attendance team assist with attendance as required
 - To register all afterschool clubs and Intervention in the holidays
 - Keep the offsite provision tracker up to date at all times
 - To complete, morning, break, lunch and after school duties as required.
 - To undertake any other duties as required by the Principal
-

Equal Opportunities:

- To promote equal opportunities in Education in Order that all children and families will gain optimum benefit from the service provided
 - To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing
-

Generic Staff Requirements:

- Uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, students, parents / carers and the wider community
- Adhere to the principles expressed in the aims of the Academy and its mission statement
- Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement
- Be a positive, collaborative team member
- Apply Academy policies in all aspects of the role
- Complete supervisory duties at break, before and after school where required.
- Keep up to date with all aspects of the safeguarding children policy as it applies to the post

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing Academy which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

All postholders are accountable through The White Rose Academies Trust Performance Management Policy. The Governors and Principals of The White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.

Signed		Dated	16/12/2019
---------------	--	--------------	------------