

Job Description : Receptionist

NAME:

POST: RECEPTIONIST

RELATIONSHIPS:

The post holder is responsible to the Vice Principal in all matters relating to this post. The post holder will work closely with all administration team members and support them when necessary.

PURPOSE: To provide professional and friendly reception cover for all visitors and general administrative support to the Academy ensuring efficient and clear chains of communication between visitors and the main body of the Academy.

GENERAL ADMINISTRATION TASKS:

- Telephone and reception duties including receiving visitors, issuing of security badges, answering phone, taking messages and dealing with enquiries.
- To distribute incoming post and frank outgoing mail.
- To contact parents and professionals as directed
- Fire procedures – making call to Fire Brigade/ calling registers during fire procedure supported by Administration team.
- To maintain a tidy reception area and staff room including staffroom notice boards (not cleaning)
- To maintain supplies of forms, leaflets, etc.
- Secretarial work including typing
- Logging detentions on Excel
- Assisting with the on-call radio system
- Checking in deliveries
- Contacting site management to attend to issues as and when required
- Administer the sale of miscellaneous items including uniform, concert tickets and revision guides
- Filing & photocopying
- Devising simple forms
- To support and mentor other members of the administration team.
- Be prepared to undertake first aid training and assist with the first aid requirements of students and staff
- Complying with, promoting and acting in accordance with all Academy and school policies.
- Maintaining consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- Keeping colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- Complying with data protection legislation and expectations for confidentiality.



- Identifying and agreeing personal development objectives with the line manager.
- Making effective use of the development opportunities available to you.
- Promoting and safeguarding the welfare of pupils in your care or that you come into contact with in accordance with the whole school Child Protection Policy.
- Any other duties commensurate with this post as directed by the Admin Lead or Vice Principal - Inclusion.

This job needs to be considered in the context of a changing and evolving Academy and therefore the duties detailed here will need to be adjusted to meet the needs of a changing organisation.

NOTES:

This job description will be reviewed at least once a year and may be subject to modification or amendment after consultation with the post holder.

Signature of

Post Holder: **Date:**

Name of Post Holder:

Signature of

Associate Principal: **Date:**

Name of Associate Principal:

THIS POST IS EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT 1974
ST ALDHELM'S ACADEMY IS COMMITTED TO PROVIDING A SAFE, SUPPORTIVE AND STIMULATING ENVIRONMENT FOR ALL ITS PUPILS FOLLOWING SAFEGUARDING CHILDREN 2004 GUIDELINES

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