**Job Description**

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| **Post Title:** | Receptionist/Administration support |
| **Accountable To:** | Personal Assistant to Principal |
| **Location:** | Boston Spa Academy |
| **Scale:** | A1 – A3 |
| **Hours:** | 37 |

**Job Purpose:**

Under the direction of the Personal Assistant to provide routine general clerical, administrative support to the college.

**Responsibilities:**

* Undertake reception duties, answering routine telephone and face to face enquiries and the signing in of visitors.
* Provide routine clerical support e.g. photocopying, filing, emailing, completing routine forms.
* Act as the first point of contact for visitors, parents and students – both in person and on the telephone. It is expected that everyone will be dealt with in a courteous, professional, calm and friendly way.
* Provide an excellent customer service to parents, students, colleagues and visitors to the school.
* Assist with student first aid and welfare duties, looking after sick students, liaising with parents/staff as required.
* Assisting with arrangements for visits by school nurse, photographer etc.
* Maintain manual and computerised records/management information systems.
* Undertake typing, word-processing and other IT based tasks.
* Sort and distribute mail.
* Arrange orderly and secure storage of supplies.
* Report inappropriate student behaviour and convey serious incidents to a member of the Senior Leadership Team as appropriate.
* Be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support equal opportunities policies.
* Contribute to the overall ethos/work/aims of the school.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance development as required.
* Take stock of First Aid equipment and place orders when necessary.
* Check all ‘lists’ of students going out on either day trips or residentials, making sure staff are aware of any medication needed or to be administered.

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* Sell everyday school equipment - pens, pencils, erasers etc.
* Errands to staff/students as and when required by Reception
* Amend/update student records on the data base when necessary
* Hold lost property until claimed or disposed of and organise regular displays.
* Produce reports on sims.net as and when required
* To undertake any other duties as required by the Personal Assistant hat are commensurate with the job evaluation outcome for this post

Boston Spa Academy is committed to safeguarding the welfare of children, and applicants will be subject to full employment checks, including an enhanced DBS disclosure. We promote diversity and want a workforce which reflects the population of Leeds.

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