



## **JOB DESCRIPTION**

### **RECEPTIONIST**

**Job Title:** Receptionist

**Hours:** 37 hours per week, 52 weeks per year

**Salary:** Grade 3 (SCP 6-9): £20,812 - £21,968 per annum

**Line managed by:** Administration Manager

**Purpose of role:** To support the provision of an effective and efficient reception service for the Academy.

### **Main Duties and Responsibilities**

- Reception Duties: work on main reception, including morning “open up” and end of day “close down” routines, welcoming visitors and issuing correct lanyard as per the Academy’s safeguarding policy, answering the reception telephone (ensuring correct procedures are followed).
- Dealing with staff requests for Parent Room bookings and ensuring reception information area is kept up to date and tidy.
- Maintain high levels of confidentiality and professionalism at all times.
- Provide cover for student reception as and when required.
- Post/deliveries/emails: open and distribute incoming mail and emails, responding where required, monitor the ‘Every’ work log system, ensuring tasks are completed promptly, send outgoing mail and receive incoming goods, check orders and inform intended recipient.
- Deal with the internal staff email inbox requests from colleagues.
- Communicate with parents, staff and students as required, sending correspondence through SIMS In-Touch. Produce letters and other correspondence as required.
- Reprographics: prepare materials and resources in various formats, including photocopying, laminating, and book binding.
- Maintain electronic and manual student records, ensuring absence information is recorded using SIMS and Go4Schools information system, and in accordance with statutory guidance.
- Archive past students’ files.
- Compile staff weekly Newsletter and termly Academy Newsletter to parents.

This job description is illustrative and not a comprehensive list of all tasks that will be carried out. The post holder may be required to perform other duties appropriate to the level of the role, as directed by the Head Teacher and to support the general operation of the Academy.

Signed by the post holder:

Date: