



## Job Description

**Job Title:** Receptionist and general administrator (term time only)

**Reporting to:** Assistant Principal (Pastoral)

**Salary:** £18,576 - £19,123 per annum  
£15,747 - £16,211 (pro rata)

### Job Purpose

- To ensure the smooth running of the academy's reception area and be the first point of call for visitors and callers

### Duties and Responsibilities

- Meet and greet all visitors to the academy building.
- Answer all calls that come into the main switchboard and direct them accordingly.
- Take detailed messages and relay them to the relevant individual accurately and efficiently.
- Ensure all incoming post is correctly signed for and distributed.
- Maintain a log book of all outgoing post.
- Deal with general enquiries sent by email.
- Monitor the use of supplies and equipment for the reception area.
- Prepare standard letters.
- Follow up student absences on a daily basis and issue marks on a weekly basis to ensure absences are correctly coded.
- Call parents/carers to pursue reasons for student absence.
- Undertake administrative processes as required.

### Generic

- To undergo any training/professional development required in order to perform the duties and responsibilities of this post efficiently and effectively.
- To promote and safeguard the welfare of children and young people you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Be aware of and support equal opportunities for all and appreciate and support the role of other professionals.
- To undertake any other duties commensurate with the grade deemed necessary at a particular time to ensure the smooth running of the academy.
- To adhere to the ethos of the academy:
  - to promote the agreed vision and aims of the academy.
  - to set an example of personal integrity and professionalism.
  - to attend and participate in relevant meetings as required.