


JOB DESCRIPTION		
JOB TITLE	Receptionist and Administrator 37 hours per week (Mon-Thu 8am-4pm, Fri 8am-3.30pm, with half an hour unpaid lunch break) 39 weeks (Term time plus 5 days during school holidays)	
REPORTS TO	Business Manager	
SUPERVISES	N/A	GRADE 3

PURPOSE OF THE POST

To support the Academy's vision by undertaking all aspects of administration and visitor reception to the highest possible standard.

THE ACADEMY VISION

Our vision is:

- To have high expectations and enable everyone to achieve success
- To celebrate high quality learning experiences in all areas of school life
- To be at the heart of the community, and prepare everyone fully for their future lives

MAIN RESPONSIBILITIES

Every single member of staff at the Academy is employed to translate this vision into effective action. For this role their prime responsibilities are as follows:

1.	To provide a reception and telephone answering service (both internal and external), ensuring that the experience of all visitors and parents maintains and enhances the reputation of the school
2.	Acting as initial point of contact for visitors to the school, and dealing with enquiries from parents and members of the public
3.	Ensure all safeguarding procedures are adhered to with visitors and students
4.	Undertake a variety of administrative tasks to support the central admin team
5.	Maintain and update records on the Student Information Management System (presently Bromcom)
6.	Support the management of pupil assessment/report data by teaching faculties and related communications with teaching staff and faculty heads.
7.	Initiate communications with parents over non-sensitive issues as requested by senior staff.
8.	Carry out the duties of a fire warden and take responsibility for signing in/out books during fire drills/alarm activations.
9.	Checking and signing for deliveries to the school and ordering supplies.
10.	Supporting with the preparation and delivery of school events, working flexible hours on occasion as required to prepare for events.
11.	Arranging rooms and refreshments for both internal and external meetings as required.
12.	Responsibility for safeguarding and promoting the welfare of students.
13.	To undertake any other duties as may reasonably be expected by the Headteacher commensurate with grade and to comply with all whole school requirements in relation to professional standards, dress code etc.