

Name		Alec Reed Academy
Date drafted	July 2021	
Date reviewed		

Job Description



**ALEC REED
ACADEMY**
PROUD TO LEARN

The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at the ARA.

It is not intended to be a comprehensive listing of every task that an ARA employee might be called upon to undertake. Neither is it a legal document, although it may be referred to in Contracts of Employment.

MANAGEMENT DETAILS

Job Title	Primary Junior Receptionist
Location/work base	
Grade	
Reporting to:	The Board of Trustee's through the Principal
Line Manager	Primary Receptionist and PPA Cover Assistant
Posts directly supervised:	
Staff or contractors indirectly supervised	

THE MAIN PURPOSE OF THE JOB

Purpose:

The main purpose of the job is to operate the switchboard, collect and sort internal and external correspondence, make first day and subsequent days absence phone calls for pupils and deal effectively with the day-to-day enquiries from parents, pupils, staff and visitors to the school.

SPECIFIC DUTIES AND RESPONSIBILITIES

The Primary Junior Receptionist is responsible for the following:

- Operating the switchboard, receiving and making telephone calls, conveying messages and re-directing calls, as appropriate
- Collecting, sorting and distributing all incoming and internal correspondence
- Dispatching all outgoing mail
- Making first day and subsequent days absence phone calls for pupils and liaising with class teachers and SaFE Workers regarding reasons for absence
- Registers – updating with absence and 'lates' and printing
- Sending messages and letters via SIMs InTouch, including the lunch menu
- Viewing CCTV and opening Compton Gate as and when required
- Assisting SaFE Workers with new admissions including booking visits, copying relevant paperwork, forwarding pupil files to new school etc
- End of day contact with parents of children not collected
- Emailing staff with end of day or early collection information
- Dealing effectively with day-to-day enquiries from parents, students, staff and visitors to the school
- Escorting visitors to the appropriate place for their meeting
- Assisting in the maintenance of school information
- Providing administrative support to members of the teaching staff
- Assisting in administering Fire Officer support
- Signing students in and out as necessary
- Participating in training, other learning activities, taking responsibility for own professional development
- Any other reasonable ad hoc works or services required
- Whilst at work, to take reasonable care for own health & safety and others who may be affected by their work and to co-operate with the governing body and its management to enable them to maintain a safe and healthy work place.

Terms and Conditions

Hours of work: Monday to Thursday from 8.00am until 4.00pm and Friday from 8am to 3.30pm. Term-time + PD Days