

Name		<b>Alec Reed Academy</b> <b>Job Description</b>
Date drafted	September 2012	
Date reviewed	March 2023	



**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 a 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	<b>PRIMARY RECEPTIONIST</b>
Location/work base	Primary Phase
Grade	
Reporting to:	The Board of Trustee's through the Principal
Line Manager	Head of Primary Phase
Posts directly supervised:	
Staff or contractors indirectly supervised	Agency supply staff

#### **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, administer the postage book, update the telephone directory and deal effectively with the day-to-day enquiries from parents, students, staff and visitors to the school.

## **Responsibilities**

The Primary Receptionist is responsible for the following:

### **Reception**

- Operating the switchboard, receiving and making telephone calls, conveying messages and re-directing calls, as appropriate
- Observation and control (opening) of the Compton Gate when required
- Collecting, sorting and distributing all incoming and internal correspondence
- Dispatching all outgoing mail
- Signing visitors and students in and out as necessary
- Administering the postage book
- Updating the staff telephone directory and staff fire drill directory
- Dealing effectively with day-to-day enquiries from parents, students, staff and visitors to the school
- Meeting and greeting supply staff and direct to relevant class
- Assisting in the maintenance of school information
- Assisting in administering Fire Warden and First Aid support
- Updating the registers with absences or lateness
- Communicating with parents and carers where necessary and sending letters via SIMs InTouch i.e. pupil absence, dinner money
- In order to support communications and contacts with parents, become familiar with Parent Pay which holds the information for clubs and trips
- Sending out the weekly e-mail via Parent Pay to chase dinner money
- Assisting SaFE Workers with new admissions e.g. booking visits, copying relevant paperwork, forwarding pupil file to new school
- Communicating with relevant staff e.g. EWO, SaFE Workers and Academy Administrator when pupils leave
- Requesting attendance letters, proof of child attending ARA
- Updating the lunch menu and sending out via SIMs InTouch
- Provide new dinner registers on a weekly basis and collating registers each day for the Hospitality Services dept
- Emailing end of day or early collection info to the relevant staff
- Chasing pupil absence daily via SIMs InTouch
- Typing and printing out labels for children's books throughout the year
- Booking coaches for various school trips/swimming
- Providing administrative support as directed by the Head of Primary Phase
- Updating the Primary calendar

### **Staff Absence Cover**

- Check the answer phone and e-mail boxes for notifications of staff absence along with liaison with the Cover Team
- Where a Teacher's absence is for less than a full day, liaise with the relevant CLASS Worker regarding cover
- Keep clear records of any CLASS Workers that complete cover and sign off the number of hours completed
- Liaise with the Cover Team and HR regarding daily and long term cover requirements and maintain a record of staff absence
- Work closely with any supply cover to ensure that they are fully informed of their assignments for the day, taking a copy of their photo ID, DBS checks and promptly forwarding to the HR team.
- Follow up issues with Assistant Heads related to the setting of cover with individual staff
- Liaise with the Primary Head teacher/Deputy Head teacher where there are concerns that individual staff are not following school policy regarding registering absence and setting of cover work

- Liaise with the Primary Head teacher/Deputy Head teacher and HR when negative feedback, concerns or issues arise with supply staff in a timely manner.

**Other**

- Support with the running of the Primary Reception Office
- Support with the running of CYP meetings
- Update the Primary calendar with all key events/trips/key PD etc
- Ensure to safeguard and promote the welfare of children and young people, and follow the Academy's policies and the staff code of conduct
- 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
- Any other reasonable ad hoc works or services required

**Terms and Conditions**

Hours of work: Monday to Thursday from 8am until 4.30pm and Friday from 8am to 3.30pm. Term-time + PD Days