

# JOB DESCRIPTION

<b>Post:</b>	<b>Receptionist / Administrative Assistant</b>
<b>Responsible to:</b>	<b>Business Leader /Headteacher</b>
<b>Contract:</b>	<b>Permanent - Term Time plus 13 days (including Insets)</b>
<b>Hours:</b>	<b>37</b>
<b>Working Pattern:</b>	<b>08:00 am – 16:00 pm Mon-Thu 08:00 am – 15:30 pm Fri</b>
<b>Salary:</b>	<b>Scale 2 – Scale Points 3 - 4 or RLW (whichever is the higher).</b>

## Main purposes of the job

As Receptionist / Administrative Assistant, you will be responsible for providing administrative support to ensure the efficient operation of the Academy's offices. You will provide support to the Office Manager, Senior Leadership Team and other Academy employees through a variety of tasks related to organization and communication. You will communicate via phone and email ensuring that all administration tasks are completed accurately and delivered with high quality, in a timely manner.

## Duties and responsibilities

### Reception/Admin

- To answer all incoming calls, both internal and external, redirecting/taking messages as necessary and acting on instructions received.
- To receive and provide general support to visitors, ensuring signing in and out procedures are followed in accordance with the school Safeguarding policies.
- Assist in the sorting and distribution of both internal and external mail.
- Maintain office filing systems.
- Update school attendance management systems to record pupils arriving late to school.
- Support reprographic functions – printing, scanning, laminating.

### Finance / HR

- Receive and record all deliveries using the Trusts designated finance system.
- Collate invoices weekly and submit to the Trust Central Team for processing.
- Contact suppliers in relation to any outstanding items using the Academy processes in place, and commitment reports provided by the Trust.
- Check supplier statements and request any outstanding documentation.
- Liaise with the Trust Central Finance Team regarding any outstanding payment queries.
- Support with any HR admin required by the Academy.

The Postholder must promote and safeguard the welfare of the children and young people that they are responsible for or come into contact with.

The Postholder must act in compliance with data protection principles in respecting the privacy of personal information held by the school.

The Postholder must carry out their duties with full regard to the School's Equal Opportunities Policy, Code of Conduct, and all other School Policies.

The Postholder must comply with the School Health and Safety rules and regulations and with Health and Safety legislation.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.