



**Location:** Hall Park Academy, Mansfield Road, Eastwood, Nottingham NG16 3EA

**Salary:** Redhill Academy Trust Pay Scale, Band 6, Scale Points 29 - 32

**Hours of work:** 37 hours per week, term time + 2 weeks

**Responsible to:** Office Manager

**Post objective:** To be part of the Main School Office team providing reception and administrative support within the Academy.

#### Main Duties and Responsibilities:

- Under the direction of the Office Manager, provide general clerical support within the Academy, including typing, photocopying, filing and letter correspondence.
- General reception duties, greeting visitors, completing ID checks, making and receiving phone calls, ensuring messages are forwarded to staff as appropriate
- Answering the main reception switchboard and directing calls as appropriate.
- Using SIMS and Class charts, assist the Office Manager in accurately record-keeping student information.
- Open, sort and distribute mail
- Operate the electric gates to allow access and egress to the Academy
- Record staff absences and report to the Office manager each morning
- Booking school transport with external companies and managing the booking of the school minibuses
- Managing the booking of the school meeting rooms

#### General

- Attendance at staff meetings and INSET activities and attend CPD as needed/required where relevant.
- To uphold and actively support the Academy's policies and procedures.
- Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job

description in specific terms.

This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.