

Job Description

JOB TITLE: Receptionist/Administrator

RESPONSIBLE TO: Office Manager

KEY RESPONSIBILITIES

This is a very busy role and duties will vary day-to-day, but our successful candidate will ultimately be responsible for;

- Undertake specific areas of responsibility, as allocated by the Office Manager, including supporting senior staff.
- Present a professional, welcoming service, greeting all visitors and Paddock Wood Primary Academy staff
- Ensure the reception area is manned at all times and is maintained at a high professional and organised standard.
- Maintain security by issuing visitors' badges
- Answer, screen and forward incoming telephone calls answering queries where possible and redirecting appropriately
- Take delivery of incoming mail and distribute to relevant members of staff/pigeon holes in a timely manner
- Book meeting rooms
- Liaise effectively with all site staff including cleaning and catering personnel to ensure the academy offices and common areas of the school building are maintained to a high standard.
- Assist the office team with various administrative duties including photocopying, scanning, shredding and filing, and distribution of correspondence and marketing mailshots.
- Monitor office supplies and place orders where necessary.
- Undertake various administrative duties including photocopying, scanning, shredding and filing, as directed by the Office Manager.
- Support Office Manager as press liaison officer with ensuring the Academy receives a high profile within the local community.
- Ensure that there is adequate stock of Trust and academy information in reception including newsletters and prospectuses.
- Carry out any other duties commensurate with the grade and general responsibilities of the post.
- Comply with Health and Safety Regulations.

KEY REQUIREMENTS

- Excellent organisational and planning skills with outstanding attention to detail
- Demonstrate a high level of initiative
- Computer literacy in usual office applications
- Ability to work on own initiative
- Committed and enthusiastic
- Excellent attendance and time-keeping record

The key tasks outlined above are generic to the role of Administrator/Receptionist. In addition, you will be expected to undertake the specific tasks as outlined by your Line Manager.

Signed: _____

Employee

Date: _____