



Job Title:	Receptionist
Location:	The Bolsover School
Salary:	The Redhill Academy Trust Pay Scale, Band 6, points 28 - 32
Hours of Work:	37 hrs per week over 5 days, (Term-Time plus 1 week)
Responsible to:	Operations Manager
Post Objective:	To provide an efficient and effective reception and general administrative service to the School.

**Main Duties and Responsibilities:**

- To undertake reception duties, acting as the first point of contact for visitors and telephone enquiries and providing advice, information and hospitality as required, whilst ensuring that all safeguarding requirements are in place and the relevant documentation completed.
- To provide administrative support as delegated to you by the Operations Manager.
- To attend to the opening and secure distribution of internal mail.
- To attend to the franking of all outgoing post, ensuring that the school's postal system is recorded, balanced and administered appropriately.
- To oversee lost property and confiscated items, ensuring their appropriate return within the school guidelines and policies.
- Where possible and during school holidays, to undertake filing as required by Heads of House and to archive Year 11 student records (as per the Retention Period guidelines) and set up new files for the incoming year 7 students as directed.
- To administer First Aid as and when required
- To update student records to visit to the medical room
- To operate all computer based and manual administrative and clerical systems within the school in a secure manner and provide appropriate support for new systems to meet the delegated responsibility of the school under the Education Reform Act
- To operate computer-based information systems, obtaining, inputting and retrieving data in accordance with stated requirements
- To undertake relevant training to ensure that insight into other office duties is held to give the flexibility to provide cover on other duties as and when required.
- To assist with the checking and receipt of goods.
- To carry out any other duties within the overall function commensurate with the grading and level of responsibility of the job, as directed by the Operation Manager
- Attend any relevant staff meetings and INSET activities as required or as necessary

**This post involves working closely with young people and is therefore categorised as engaging in regulated activity.**