

## Job Description

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**Job title:** Receptionist  
**Reports to:** Office Manager  
**Location:** The Leigh UTC and Inspiration Academy

Leigh Academies Trust places learning at the center of every endeavour. Each member of the UTC community, through their actions, seeks to promote positive and effective learning for all.

### Job purpose

To assist the Office Manager to ensure the effective operation of all aspects of the main school office and reception. To proactively support the development of a dynamic learning community through effective delivery of administrative services to meet the needs of every stakeholder.

### General responsibilities

- To manage the info@ email address, forwarding emails onto the relevant members of staff.
- To manage the answerphone, forwarding messages to relevant staff.
- To answer all calls via the switchboard. Process messages to staff and students via voicemail, written communication, email or if necessary to personally deliver urgent messages to staff/students.
- To ensure the reception area is manned at all times.
- To meet and greet visitors ensuring that all visitors are signed in and issued with a visitor pass.
- To deal with student enquiries at reception.
- To ensure that students are signed in/out via the correct procedures.
- To sort and attach appropriate postage to outgoing mail and prepare for the collection by Royal Mail.
- To keep the reception area neat and tidy to ensure that it is welcoming for visitors.
- To assist in typing of correspondence/reports as directed by the Office Manager.
- To ensure that there is adequate stock of school information in Reception.
- Assist with the input of data on the School Management System, including data collection sheets.

The key tasks outlined above are generic to the role of Receptionist. In addition you will be expected to undertake the specific tasks as outlined by the Principal.

### Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

### Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily

a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.