

Northern Education Trust – Job Description

Job Title:	Receptionist		
Base:	Freebrough Academy		
Reports to:	PA to Principal and Officer Manager	Grade:	Grade B+, SCP 3 - 4
Service responsibility:		Salary:	£18,065 - £18,426 (FTE, Salary to be pro rata)
Additional:		Term:	37 hours/41 weeks

JOB PURPOSE

- To deliver administrative support and provide a professional and efficient Reception service to the Academy

JOB SUMMARY

1. Responsibility for answering all incoming calls to the Academy, dealing with calls efficiently and effectively
2. Responsibility for greeting and dealing with visitors to the Academy, ensuring all visitors are recorded and have completed the relevant 'signing in' process
3. Issuing visitors with the relevant lanyard to ensure safeguarding procedures are met
4. Checking, opening and distribution of all post and parcels delivered to the Academy
5. General administrative duties for the Academy
6. Providing radio contact for the SLT team via two-way radio
7. Responsibility for administration and typing duties to support the Vice Principals
8. Assisting the Principal's Personal Assistant and covering the duties of the Principal's PA in her absence
9. Collecting and storing all lost property in the Academy
10. Responsibility for organising appointments, maintaining an Academy diary and arranging hospitality for staff, visitors and events
11. Following Academy policies and procedures especially those relating to Child Protection and health; safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
12. To assist with the supervision of students including before and after school if appropriate and within working hours
13. Actively ensure continuous professional development is addressed through accessing appropriate development opportunities and to share learning with others

GDPR

14. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

General

1. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably

be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed:

Date: