

## **JOB DESCRIPTION**

<b>Post title:</b>	<b>Receptionist/Administrator</b>
<b>Academy:</b>	<b>Atkinson Road Primary Academy</b>
<b>Reporting to:</b>	<b>School Business Manager</b>
<b>Salary/Pay range:</b>	<b>£18,426 per annum, actual £14,822</b>
<b>Hours of work:</b>	<b>33.5 hours per week, term time only plus 3 training days</b>

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### **Purpose of Job**

To provide excellent reception/administrative support to Atkinson Road Primary Academy.

### **Main Duties and Responsibilities**

- To be the welcoming face of Atkinson Road Primary Academy.
- To be responsible for the smooth running of the reception function in school.
- To be the first point of contact for parents, pupil, staff and external visitors.
- To answer calls, take messages, operate the intercom system and ensure visitors are signed in.
- Attendance reporting– daily first response calls to chase up student absence as and when required.
- To operate and update Schools Information Management System (SIMS).
- General administrative work including typing letters and generating reports.
- To support with the admin email address and forward emails to appropriate staff.
- Collecting payment for student trips, uniform and activities in line with finance procedures.
- Working closely with colleagues and management, where appropriate, to follow up agreed actions.
- The post holder will have responsibility for promoting and safeguarding the welfare of children and young persons he/she is responsible for or comes in to contact with.
- Any other duties as may reasonably be requested by Trust Management. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

### **Health & Safety**

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

### **Safeguarding**

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2018 where required.