



Tudor Grange Academies Trust

## RECEPTIONIST

### Job Description

Scale: NJC Points 3-4

FTE £24,796 - 25185

Permanent

37 hours per week /39 weeks per year

8am – 4pm (3.30pm finish on Friday)

### Core Purpose

Our vision is to provide a world-class education which develops the potential of all students, no matter what their starting point.

The aim of the Academy is to maintain high academic outcomes by creating an environment where every child has the desire and the opportunities to reach their academic potential, whilst develop as individuals who demonstrate the Tudor Habits and Values and who are able to navigate the various challenges of life with integrity, morality and kindness.

The receptionist is a key role in the Academy. They are often the first member of staff seen by visitors and help to form the first impression of the Academy

### Specific Responsibilities

**This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance.**

- Act in accordance with and in support of the aims and policies of the Academy.
- Meet and greet all visitors.
- Ensure that safeguarding procedures with regard to visitors are adhered to, including assigning lanyards, printing badges and ensuring that the relevant information is shared.
- Answer the telephone and direct enquires to the most appropriate person. Keep the telephone directory up to date.
- Answer the intercom for the entrance gate and direct visitors as appropriate.
- Manage the office email account, providing timely responses and directing emails to the most appropriate person. Use the office email account to forward emails to parents from staff members.
- Manage the incoming post.
- Manage the outgoing post.
- Organise bookings for venues at the Academy (such as the hall, meeting rooms etc..).
- Organise catering requests, liaising with Caterlink.
- Proof read and format letters for teaching staff.
- Maintain photo records of all staff working on site.
- Issue sixth form driver permits and maintain accurate records.
- Manage the ordering of administration consumables for the reception area.
- During a fire alarm / emergency situation, the receptionist should account for all associate staff and visitors using the inventory system.
- Liaise with Bellrock regarding any site / cleaning work.
- Keep the inventory system up to date
- Maintain the website by updating the parent post and calendar pages as well as regularly checking to make sure that information is up to date.
- Organise minibus training, maintain accurate records of trained drivers and manage the minibus booking system.

**Any other duties in support of the Academy as reasonably decided by the Principal.**

**Line Manager:**

PA to the Principal