



Afternoon Receptionist – Job Description

Main Purpose: To provide a professional first point of contact for visitors and telephone calls coming into the Main School Reception Area

Responsible to: Office Manager

Key Areas

Routine Tasks

Reception

- Responsible for dealing with telephone calls and enquiries from parents, outside agencies, staff and students
- Responsible for monitoring and answering the school gate
- Responsible for ensuring that all external visitors sign in using the InVentry system and that all associated Safeguarding checks are completed before callers have access to the school.
- To ensure the visual effect of the Reception Area is maintained to a high professional standard.

First Aid

- Attend First Aid at Work Training
- Deal with occasional, minor, medical emergencies.

Administrative Support

- Responsible for the supervision of the daily student "Office Runner" and delegation of their tasks.
- Responsible for office duties, as allocated.
- Management of whole school lost property.
- Responsibility for re-sales of uniform.
- Allocation of student lockers annually.

The Academy is committed to safeguarding and promoting the welfare of students. All staff and volunteers must abide by the Academy's Safeguarding policies, and to recognise that safeguarding is *everyone's* responsibility.

June 2024

