

**Oakwood Academy (Kings Academy Trust) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

<b>School:</b>	Oakwood Academy
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**Job details**

<b>Job title:</b>	School Receptionist
<b>Grade:</b>	Grade E pt 11-19
<b>Location of work:</b>	Oakwood Academy, Chatsworth Road, Eccles M30 9DY
<b>Directly responsible to:</b>	Trustees, Executive Principal, Senior Leadership Team, Office Manager
<b>Directly responsible for:</b>	Supporting the School Office Manager in the operation of the school's administrative functions.
<b>Hours of duty:</b>	36 hours per week - term time only + 5 training days
<b>Primary purpose of the job:</b>	To work as part of a team providing support across the full range of the school's business.
<b>Disclosure Level</b>	Full Enhanced Disclosure and Barring Service Check required (DBS Check)

**Main duties and responsibilities/accountabilities**

**1. Reception Duties:**

- Be responsible for external and internal phone calls, dealing with them in a professional and helpful way and delivering any messages in a timely manner
- Welcome all visitors to the school, including parents, pupils, governors and all other external and internal stakeholders in a friendly manner, ensuring that any external visitors sign in and out and follow the correct safeguarding and evacuation procedures.
- Be the first point of contact for staff queries and requests and ensure they are directed to the appropriate member of staff/person as required
- Be responsible for the main reception area, keeping it clean and tidy

## **2. Administration Duties:**

- Produce correspondence e.g. letters, emails and text messages as requested
- Sort and distribute post on a daily basis and keep an accurate record of outgoing mail
- Assist school staff with photocopying requests
- Make phone calls to parents/carers when requested
- Update registers for any pupils arriving late or leaving early ensuring the reason why is recorded
- Responsible for producing the bus schedules for staff for the end of the day.
- Liaise with transport to ensure the smooth running of the buses and communicate to relevant staff when delays / issues arise to avoid any unnecessary disruption.
- Assist the Senior Leadership Team with diary appointments when required
- Book training courses as directed by the Training Co-ordinator.
- Liaise with the site managers for school maintenance under the direction of the Office manager.
- Co-ordinate the completion of annual data collection sheets and consents by parents/carers and ensure any changes to pupil/parent data are recorded on SIMS
- Keep pupil files up to date, archive paperwork as necessary and dispose of data in line with the General Data Protection Regulation
- Responsible for hospitality for meetings and maintenance of the Teaching Room to ensure it is always tidy.

## **3. General:**

- Ensure a positive and professional approach which represents the School's ethos is consistently presented to all pupils, colleagues, families and visitors.
- Take part in all relevant professional development including Whole Staff Inset Days
- Remain fully aware of and actively promote the school's policies and procedures
- Be aware of the school's policy and procedures related to safeguarding and child protection and adhere to these at all times
- Carry out duties with full regard to the Trust's Equal Opportunities, Health and Safety and Community Strategy policies
- Carry out any other duties associated with the work of the school as directed by the Office Manager or Leadership Team, commensurate with grade of the post

## **Review arrangements**

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the school will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

**Date job description prepared/revised: November 2018      Prepared/revised by: Ann Rose**