



Receptionist -National C of E Academy

Salary and Hours

Salary: NJC Salary Scale – Grade 3

Scale Point 5 – 7 FTE £19,312 – £20,092

Salary will be pro-rated based on the number of hours and weeks worked per year

Hours: 32.5 hours per week, term time only

(You will be required to work from 8am – 3pm with half an hour for lunch)

Job Description

Daily Direction from: Academy Business Manager

General Information:

To carry out a range of customer service and administrative tasks to support operational and teaching staff in the following key areas of operation of the academy:

- Reception and visitor services.
- Telephone and switchboard operator.
- To assist with the planning, organisation and operation of a high-quality reception, telephone and visit service to meet agreed academy service standards.
- To ensure all telephone and face to face enquiries are dealt with efficiently and effectively in a way which promotes a positive image of the academy.
- To manage the visitor sign in system, ensuring all visitors to the academy are made aware of our safeguarding and emergency procedures.
- To manage and administer the diary and room booking systems.
- To plan, operate and manage a high-quality mail service, ensuring distribution of incoming and outgoing mail and parcel deliveries in line with agreed service standards.
- To be a main point of contact for school transport, Nottinghamshire County Council.
- To effectively administer the office email.
- To ensure orders for main reception are processed in the correct way and levels of stock maintained to provide an efficient service.
- To provide administrative support to the academy including typing correspondence and recording student information such as students signing in at main reception.
- Create and maintain a purposeful, orderly and productive working environment.
- Be aware of and comply with policies and procedures relating to health and safety, security and confidentiality, reporting all concerns to the appropriate person.
- To ensure GDPR compliance in all reception related activity.

Additional Duties:

- To play a full part in the life of the National Church of England Academy, to support its distinctive aims and ethos and to encourage students to follow this example.



- To participate in training, staff review processes and professional development opportunities.
- To comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description.
- To undertake professional duties that may be reasonably assigned by the Deputy Business Manager / Business Manager.

Health and Safety

- It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.

Additional Responsibilities

- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post, as defined, subject to the proviso that normally, any changes of a permanent nature shall be incorporated into the job description in specific terms.

General

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

- The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment, to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: _____ Member of Staff

Date: _____

Signed: _____ Principal / Business Manager

Date: _____