



Job Description

Job Title:	Receptionist/Administrator
Location:	Park Vale Academy
Salary:	The Redhill Academy Trust Pay Scale, Band 6, Scale Points 28-32
Hours of Work:	Full-time, term time + 2 weeks
Responsible to:	Office Manager / PA to the Headteacher Operations Manager
Post Objective:	To be part of the Main School Office team providing reception and administrative support to staff within the Academy.

Main Duties and Responsibilities:

- Under the direction of the Office Manager/PA to the Headteacher, provide general clerical support to staff within the Academy, including typing, photocopying, filing and letter correspondence.
- Administration related to Tutor wallets, ensuring all important information is passed on to tutors/tutees and out-of-date information is removed from wallets.
- Answering the main reception switchboard and directing calls as appropriate.
- Using SIMS and Classcharts, assist the Office Manager/PA to the Headteacher in the accurate record-keeping of student information.
- Deputise for the Finance Administrator in their absence by dealing with Parentpay balance and purchase enquiries from parents or students, where necessary.
- Attend weekly staff briefings, take notes and circulate to all staff via email.
- Provide receptionist duties, welcoming and greeting visitors, parents, contractors to the Academy and signposting visitors around the Academy site.
- Support the Office team in ensuring all external correspondence is franked and prepared for posting, and be a signatory for deliveries as required.

General:

- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the Academy's policies and procedures.
- Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

I,, accept this job description, which is subject to annual review, as an accurate description of the post stated.

Signed (Post Holder): Date:

Signed (Senior Manager): Date:

This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.