



Job Description – Receptionist

JOB TITLE:	RECEPTIONIST
JOB GRADE:	Grade 6, Scale Point 6 – 11
WORKING HOURS:	08:00 – 16:00, 37 hours per week (full time), Term Time plus 3 days
PRIMARY LOCATION:	Hall Cross Academy – working across both sites
RESPONSIBLE TO:	PA to the Principal
RESPONSIBLE FOR:	N/A

Exceed Learning Partnership (ELP)

ELP is a multi-academy sponsor, specialising in the development of innovative education, which sets high standards and gives pupils access to opportunities through excellent teaching and inspiration leadership. ELP academies are at the heart of their communities and community learning, and work with local authorities, employers and high performing educational institutions.

Summary:

As receptionist at Hall Cross Academy, you will work across both sites of the School. You will act as the first point of contact for the Academy; welcoming visitors and responding to telephone and email enquiries in a helpful and constructive manner, ensuring appropriate actions are taken in a timely manner.

The role requires you to have an active role in providing First Aid; training will be provided if required.

- To undertake break time and lunch time duties as and when required.
- To update student records and data files as and when necessary.
- To administer the detention system.
- To administer the student rewards programme.

Job specification:

- To operate the Academy switchboard being the first point of contact with parents, outside agencies and members of the public.
- To provide effective and efficient administrative support to designated senior management, staff and students.
- To ensure the safety and security of the Academy at all times, making sure that the front door is closed and entry to the premises controlled, including being responsible for operating the front gate entry system.
- To ensure that all visitors sign in, providing the appropriate ID badge where necessary and examining the documentation of Agency supply workers.
- To assist the Deputy Designated Safeguarding Lead in monitoring students with known safeguarding concerns, ensuring that they are signed in and out as appropriate.
- To communicate with parents regarding all aspects of school life, receiving and passing on information, between parents and teachers when required to do so.
- To organise administrative procedures where necessary to ensure an efficient service.
- To assist in liaising with external agencies i.e. school photographer and school vaccination nurses.
- To provide support to the finance team as and when directed.
- To understand Data Protection and confidentiality.

The post holder's duties must be carried out in compliance with the Trust's policies and procedures, including child protection procedures and Equal Opportunities Policy, Financial Procedure Policy, the Health and Safety at Work Act (1974) and the subsequent health and safety legislation.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Directors / Executive Team / Principal /Governors' of the Trust and Academy reserve the right to update your job description, to reflect changes in, or to, your job

Exceed Learning Partnership and the Academy are committed to safeguarding and promoting the welfare of all pupils. All successful applicants must undergo a child protection screening, including checks with the Disclosure and Baring Services and past employers.