

### **Receptionist / Admin Assistant Job Description**

**Hours / Week:** 8.00am to 4.00pm term time only + 5 days  
INSET  
**Responsible to:** Office  
**Manager Salary:** H3

#### **Job Purpose:**

- To manage the main reception of the academy, serving as the first point of contact for visitors, parents, and guests.
- To enhance the reputation of the academy through professional, calm, and efficient interactions.
- To provide general administrative support, ensuring smooth operation of both reception and administrative tasks.

#### **Key Areas of Responsibility:**

- **Reception Duties:** Promptly, calmly, and effectively deal with telephone enquiries, visitors, and general reception duties.
- **Gate Duties:** Answer and manage the entrance and exit gates, ensuring that all visitors and staff follow protocols and security procedures.
- **Administrative Support:** Provide support to the academy team, including:
  - Managing emails and correspondence.
  - Writing and formatting letters.
  - Inputting data into the student information management system.
  - Filing
- **Record Maintenance:** Maintain both manual and computerised records, ensuring all data is kept up-to-date and accurate.
- **Reprographics:** Assist with school reprographics and printing as required.

#### **Knowledge, Experience, and Skills:**

- **Experience:** Prior experience working in an office or administrative role, ideally within a school or educational setting.
- **Organisation:** Strong organisational skills, with the ability to prioritise and manage a varied workload effectively.
- **Confidentiality:** Ability to handle sensitive and confidential information with discretion.
- **IT Skills:** Proficient in using office software (e.g., MS Office) and student information management systems.
- **Communication:** Excellent interpersonal and communication skills, both in person and over the phone.
- **Teamwork:** Ability to work collaboratively as part of a team and provide administrative support to various departments, including senior leadership.
- **Flexibility:** Willingness to adapt to new tasks and changing priorities in a dynamic school environment.