**Sandhill View Academy**

**JOB DESCRIPTION**

Job Title: Receptionist / Admin Assistant

Job Location: Sandhill View Academy

**Responsible for:** N/A

**Responsible to: PA to Headteacher & Office Manger**

**Job Purpose:**

* To provide a broad range of general clerical/admin/reception duties where speed, accuracy and confidentiality are essential.

**Responsibilities:**

* To welcome visitors to the academy in a professional and courteous manner, ensuring safeguarding procedures are complied with at all times.
* To deal with parental and visitor queries in a supportive way, liaising with the relevant staff as appropriate.
* To provide support in response to queries from pupils, staff or visitors.
* To provide a broad range of general clerical/admin duties including;

-The upkeep of manual and computerised records.

-Reception duties, including giving advice and guidance in person and via telephone to ensure provision of a quality service.

-Operation of main telephone switch board and including update of the internal telephone directory.

-Assist in sorting incoming and outgoing post, including the use of a franking machine and receive and process incoming goods.

-Photocopying, filing, archiving, maintenance of manual computerised records.

-Providing general clerical support to the Senior Management Team to ensure an effective and efficient service is provided, which may include word processing duties.

-Deliver tannoy announcements to both staff and pupils as and when required.

-To process data and information, which may include data of a sensitive and confidential nature.

-To work under the direct supervision of the line manager.

-To assist with the collection of cash from pupils and parents, including issuing receipts and recording information.

* Such other responsibilities commensurate to the post.

**Professional Values and Practice:**

* Having high expectations for all members of the academy community; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to providing a high quality service at all times.
* Treating staff, students and visitors consistently with respect and consideration, and being concerned about students’ development as learners.
* In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
* Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
* Reflecting upon and seeking to improve personal practice.
* Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
* Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures.
* Building and maintaining successful relationships with pupils, parents/carers and staff.

**Accountability of the post:**

**The postholder:**

* Must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.
* Must act in compliance with data protection principles in respecting the privacy of personal information held by the School.
* Must comply with the principles of the freedom of information act 2000 in relation to the management of School records and information.
* Must carry out his or her duties will full regard to the school’s Equal Opportunities Policy, Code of Conduct and all other school policies.

## Must comply with the school’s Health & Safety rules and regulations and with Health & Safety legislation.

## Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

## Employees are expected to be courteous and supportive to colleagues and provide a welcoming environment to visitors and telephone callers.

The school 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.

**Acceptance of Job Description by Post Holder**

I can confirm my acceptance of the Job Description as outlined above

**Name:**

**Signed:**

**Date:**