

JOB DESCRIPTION

Job Title:	Receptionist	Reporting to:	Office Manager
Location:	Jewellery Quarter Academy	Annual salary:	Grade 2 £18,562 – £20,493
Contract type:	Full time, Permanent	Hours of work:	Monday – Friday 8:00am – 4:00pm

JOB PURPOSE AND RESPONSIBILITIES

The post holder will provide clerical/administrative support for the school as a whole Team and other members of the Senior Leadership Team (as required).

Main Duties

- Provide an efficient and effective office support function for the school, taking agreed actions where appropriate to resolve administrative matters
- To provide an appropriate first response to enquiries from students, parents and visitors via telephone, email or in person and redirect appropriately.
- To maintain a welcoming environment and appropriate hospitality for visitors.
- Ensure visitors log into system and check DBS/ID if required, issue visitor badges and monitor all visitors adhere to the signing in and out procedures.
- Taking and receiving daily deliveries, sorting and liaising with Site team to deliver to areas in the School.
- Support the Operations Manager with cover administrative duties.
- To determine an appropriate first response to enquiries from pupils, parents and visitors.
- Management of school photocopying
- To stamp and post outgoing mail (including taking post/parcels to the post office as necessary).
- Management of detention notice to parents
- Other administrative duties as reasonably directed.
- Ensuring all tasks are completed effectively and in a timely manner.
- Any other duties as deemed necessary by the Operations Manager/Office Manager

SPECIAL CONDITIONS OF EMPLOYMENT

REHABILITATION OF OFFENDERS ACT 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any



relevant convictions cautions, and reprimands being considered. Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

HEALTH AND SAFETY

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

EQUALITY AND DIVERSITY

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

TRAINING AND DEVELOPMENT

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

MOBILITY:

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.



This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.

Job Description Reviewed on:	
Job Description Reviewed by:	



<ul style="list-style-type: none">• Ability to work as part of a team.	X	
<ul style="list-style-type: none">• An awareness of and complying with policies and procedures in relation to Safeguarding, Health and Safety, confidentiality and Data Protection.	X	
<ul style="list-style-type: none">• Friendly and approachable manner with a smart appearance.	X	