



**PARK HALL**  
ACADEMY

# Park Hall Academy

## Job Description – Support Staff



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Post title	Receptionist
Post Salary Band	B
Line Manager	
Hours of work	Part Time - Term Time + Inset Days

### **JOB PURPOSE:**

To fulfil the post of Administrative/Reception support with responsibility to the Line Management and Governing Body of the School, ensuring an efficient and effective support service in the management of the administration, office and financial systems.

### **JOB DUTIES include:**

- The provision of reception service to all enquirers, in person, electronically and on the telephone. (This includes greeting visitors and signing them in order to ensure adequate safeguarding).
- Maintaining and monitoring pupil database, class lists and official school register
- Contact with parents around attendance/punctuality including first day absence
- Word processing for school staff and governors.
- Handling of cash
- Clerical duties including photocopying, completing government forms, and postal duties.
- Using the Management Information System to provide people with information as requested
- Liaison with other agencies e.g. Education Welfare.
- Occasional provision of hospitality for visitors
- To receive deliveries and liaise with caretakers and trades people
- To relay key and urgent messages to staff involved in the On Call system using the radio and telephone system
- Working alongside and overseeing student receptionists
- Co-ordinating lost property
- Preparing outgoing post and ensuring that the franking machine is topped up
- Overseeing and re-issuing of confiscated items
- To support first aid provision
- Maintain call-out spreadsheet
- To undertake any additional duties and/or training as may be reasonably required from time to time by the Headteacher, which are consistent with the general level of responsibility of this role.
- To be responsible for the safeguarding and wellbeing of children by following and being committed to Academy policy relating to behaviour management, safeguarding, ICT and health and safety