



The Redhill Academy

Job Description:	Receptionist/Administrator
Location:	The Redhill Academy
Salary:	The Redhill Academy Trust Pay Scale, Band 6 £17,496 to £19,312 (pro rata)
Hours of Work:	37 hours per week, term time only
Responsible to:	Office Manager
Post Objective:	To be part of the Main School Office team providing reception and administrative support to staff within the Academy

Main Duties and Responsibilities:

- Provide receptionist duties, welcoming and greeting visitors, parents, contractors to the Academy and signposting visitors around the Academy site.
- Answering the main reception switchboard and directing calls as appropriate.
- Support the Office team in ensuring all external correspondence is franked and prepared for, and be a signatory on deliveries when needed.
- Under the direction of the Office Manager, provide general administrative support to staff within the Academy, including typing, photocopying, filing and letter correspondence.
- Direct responsibility for administration relating to academy sanctions.
- Direct responsibility for providing administrative support to Student Support for their mentoring scheme.
- Direct responsibility for providing administrative support to the Trust Attendance Officer in relation to attendance concerns.
- Assist the Associate Assistant Headteacher/Student Reception with administrative support for all Holiday/Absence requests.
- Using SIMS, assist the Office Manager in the accurate record-keeping of student information.
- Ordering of stationery and other items for academy support staff.
- Providing refreshments for meetings, as and when required.

General:

- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the Academy's policies and procedures.
- Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.