



Park Vale Academy

Job Description	Receptionist/Administrative Assistant
Location:	Park Vale Academy
Salary:	The Redhill Academy Trust Pay Scale, Band 6 £17,496 - £19,312 FTE (Actual salary £15,494 – £17,102)
Hours of Work:	37 hours per week term time + 2 weeks
Responsible to:	Office Manager / PA to the Headteacher Operations 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:

- Under the direction of the Office Manager/PA to the Headteacher, provide general clerical support to staff within the Academy, including typing, photocopying, filing and letter correspondence, with specific responsibility for Isolation administration.
- Administration related to Tutor wallets, ensuring all important information is passed on to tutors/tutees and out-of-date information is removed from wallets.
- Answering the main reception switchboard and directing calls as appropriate.
- Using SIMS, assist the Office Manager/PA to the Headteacher in the accurate record-keeping of student information.
- Deputise for the Finance Administrator in their absence by dealing with Parentpay balance and purchase enquiries from parents or students, where necessary.
- Attend weekly staff briefings, take notes and circulate to all staff via email.
- Provide receptionist duties, welcoming and greeting visitors, parents, contractors to the Academy and signposting visitors around the Academy site.
- Support the Office team in ensuring all external correspondence is franked and prepared for posting, and be a signatory for deliveries as 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.