



Job Description

Post Title: Receptionist
Responsible to: Senior Business Administrator

Introduction

Harrison College aims to develop a high quality, learner centred provision focussing on individual success, excellence and securing opportunities for the future via a business and enterprise specialism. We are a Specialist Post-16 provider for learners aged 16-25 leaving mainstream education with an EHCP or Special Educational Need.

Vision

A specialist post-16 college providing a challenging, future focussed provision.

Mission

To create an inclusive, business and enterprise provision where learners can thrive, placing no limits on what can be achieved no matter their background or starting point, leading to a secure and prosperous future.

Values

Lead, Believe, Achieve, Exceed

Lead

Inspire yourself and others to do more, learn more and become more

"The people who are crazy enough to think they can change the world are the ones that do." Steve Jobs

Believe

Believe in yourself and all that you are. Know that there is something greater inside you than any obstacles in your way

"Believe in yourself and you are halfway there" Theodore Roosevelt

Achieve

Have the strength of character to believe that no limits can be placed on what you can achieve

"Success isn't about how much money you make; it's about the difference you make to people's lives."

Michelle Obama

Exceed

Expectations of us are there to be broken, our dreams are there to be realised

"We are what we repeatedly do. Excellence therefore is not an act but a habit." Aristotle

Core Purpose

The Receptionist's main purpose is to act as a first point of contact for students, parents and visitors and to deal with all enquires in an efficient and timely manner.

Key responsibilities

- Promote a positive and professional approach in all communications and interactions with students, parents, visitors and callers to the College.
- Manage incoming visit requests and schedule in Senior Management diaries.
- Maintaining safe and effective housekeeping and general high standards of hospitality for all visitors to the College.
- Record student daily attendance, follow up on daily student absence.
- Responsible for note taking at all college meetings and distribution of notes to all staff including morning briefing.
- To receive deliveries and to distribute them to their proper locations.
- The checking of stock and consumables and send orders to the Assistant Principal when required.
- Manage the daily operations regarding the IT network including liaising with Affinity IT for trouble shooting, routine updates and repairs.
- Manage the daily operations regarding the management of the Harrison College fleet of vehicles.
- Quality preparation of word processing/excel spreadsheets and other documents as required
- Administration as requested by the Senior Team.

All staff are required to uphold and comply with Safeguarding policies. It is an expectation that all staff take responsibility for their own independent CPD, and undertake regular role-specific training, updates and competencies.

The post holder may be required to perform duties other than those given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-valuation of a post.

The Board of Directors retains the right to implement changes to this job description to reflect changes in the demands of the post and this will be done in consultation with the post holder.