



Receptionist

The Edinburgh Academy

Introduction

The Edinburgh Academy is an academically selective, independent, co-educational day school for pupils aged 5 -18 years with a reputation for being caring and friendly. The Edinburgh Academy aims to be forward-looking and progressive but also greatly values its long held traditions. The School has a strong reputation for individual attention and excellence in its pastoral care and co-curricular provision. The School consists of a Senior School containing approximately 625 pupils and a Junior School containing approximately 396 pupils, and we have a Nursery department of around 100 pupils. The School is a member of HMC.

The School's Place in Edinburgh

The School was founded in 1824 and has been regarded as a leading educational establishment within the City of Edinburgh and across Scotland ever since. Original Directors included the leading literary names of their age such as Sir Walter Scott. Robert Louis Stevenson and James Clerk Maxwell were also pupils at the School. The Senior School occupies a site in Henderson Row, less than a mile from Princes Street and at the northern limits of the Georgian 'New Town', of which it was designed to be a part.

Further details about the School and its resources can be found on the School website - www.edinburghacademy.org.uk

Independent Co-educational Day School

Scottish Charity No: SC 016999



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JOB DESCRIPTION & PERSON SPECIFICATION

Job Title	Receptionist
Department	Administration
Location	Senior School
Reporting To	Bursar via Deputy Rectors PA
Salary	£18,000 to £19,000 FTE
Hours	Monday to Friday 8:15am to 5:00pm. Term-time only plus in-service training days.

Overall purpose of the role:

The post holder will be tasked with a range of organisational, administration and IT tasks in support of the daily running of the School.

Principal Accountabilities

- To be the initial point of contact for visitors (register and direct them appropriately).
- To answer phone calls, screen and direct/take messages
- To be the contact point for the electronic gates intercom.
- To ensure all visitors on site are accounted for should the fire alarm sound.
- To be responsible for the appearance of the Reception area: ensuring student art work and appropriate archive items are on display along with relevant printed information and publications.

Other duties carried out at Reception

- Daily processing of attendance records to ensure all pupils are accounted for and advise staff using the schools software.
- To collate registers, monitor pupil attendance and carry out late attendance pupil tracking.
- Prepare and distribute a weekly email to the wider school community outlining review of the school week and notices of forthcoming events.
- Minibus bookings
- Assist the IT Database Manager with the maintenance of family records on the school's MIS Database.
- Carry out administration tasks in support of the School Nurse.

These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.



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Qualifications/Experience

Personal Specification

E = Essential

D = Desirable

- IT literate across a broad range of common Microsoft applications specifically Outlook, Word and Excel – E
- Experience of working in an administrative/receptionist role - D
- Experience of working within an academic environment – D

Personal Qualities

- Ability to manage multiple tasks - E
- Strong organisational skills - E
- Ability to work independently but also to work well with colleagues - E
- Approachable and open manner – E
- Excellent verbal and written communication skills – E
- Confidentiality - E
- Smart and professional presentation – E
- Analytical – E
- Attention to detail – E

To apply: Please send your C.V along with a completed application form and covering letter outlining your experience and suitability for the post to humanresources@edinburghacademy.org.uk.

A full job description and application form can be found on our website:

<https://www.edinburghacademy.org.uk/vacancies-ss>

Conditions of Appointment

The appointment will be subject to satisfactory references, verification of identity and proof of qualifications.

Child Protection

The Edinburgh Academy is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and PVG Disclosure Scotland.

Equal Opportunities

The School is an Equal Opportunities employer, and welcomes applications for this post from appropriately qualified persons regardless of age, disability, gender, race or sexual orientation.