

JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE ASSISTANT

GRADE: 4

HOURS: 30 8.30 – 3.30 MON – FRIDAY

SALARY RANGE: POINTS 11 - 13

WORKING YEAR: TERM TIME ONLY

GENERAL INFORMATION

Under the direction/instruction of senior staff: provide routine general clerical, administrative and financial support to the school.

LINE MANAGER – PA to SLT – Clare Ellis

PRINCIPAL DUTIES AND RESPONSIBILITIES

SUBJECT AND STUDENT SERVICES SUPPORT

- **Supporting subject leaders with subject administration Student services support – 5 hours per week**
- **Assist with monitoring attendance, and admin support for Student Services**

Organisation

- Undertake reception duties, answering telephone and face to face enquiries effectively and efficiently and signing in visitors and fully complying with visitor code of conduct procedures
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist with arrangements for visits by the school nurse, photographer etc.

Administration

- Provide routine clerical support e.g. photocopying, student filing, e-mailing, completing routine forms, collating and distributing student reports
- Maintain manual and computerised records/management information systems
- Word-processing and other IT based tasks
- Sort and distribute mail
- Undertake routine administration on SIMS e.g. registers/school meals
- Record absentees/lates and contact parents EWO as required

Resources

- Operate office equipment e.g. photocopier, computer, telephone exchange
- Arrange orderly and secure storage of supplies
- Undertake routine financial administration

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Any other duties that would reasonably be expected of the post holder.