

<b>JOB DESCRIPTION</b>	
<b>Post Title</b>	Administrative Assistant
<b>Profile</b>	BS2
<b>Grade</b>	Grade 3
<b>Grade Spinal Point Range</b>	SCP 5-6
<b>Accountable SLT post</b>	Principal/Head of School
<b>Line Manager of Postholder (if different)</b>	Office Manager and Exams Officer
<b>Staff to be supervised or line managed by post holder</b>	n/a
<b>Post holder will work with</b>	The School/College Admin Team Subject Leaders & Teaching Staff Student Support Team
<b>Holiday and sickness relief by/ for</b>	By and for other admin & support staff
<b>Purpose of job</b>	To assist in the provision of an efficient and administrative support service within the school.
	This post may work across the Trust schools.
<b>Version revised:</b>	December 2019

The post holder must at all times carry out his/her responsibilities within the spirit of school and trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School(s).

**Specific duties and responsibilities:**

To be responsible for providing an efficient administrative support service, following systems and processes to the standards required by the School/Trust and appropriate regulatory bodies.

Duties will include, but not be limited to:

- Provide comprehensive admin support to CMT, SENCO, Exams Officer, Safeguarding Manager, Teaching & Support staff and students
- To undertake administrative tasks, e.g. typing, photocopying, filing, minute taking and other clerical duties as required
- To learn the role of Receptionist and provide assistance at key times of the day
- Data entry associated with the school's management information systems including pupil information etc.
- Telephoning parents, schools and other organisations on request
- Undertake routine administrative duties on behalf of departments
- Assist with the administration of curriculum related trips and relevant enquiries
- Assist with the collection and balance of school monies as appropriate
- Receive, catalogue, issue and retrieve departmental resources as required including the monitoring of stationery stock levels ensuring we have a suitable level of stock on site at all times.
- Prepare and maintain teaching materials and equipment, store and retrieve equipment as required
- Assist the resources team to timetable audio-visual aids, material, and order equipment including stationery and display material
- To be part of the College first aid team – Training will be provided.

**Support for Trust/School (included in all roles)**

- 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 all pupils have equal access to opportunities to learn and develop
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Take an active part in all key school events such as open evenings etc

- From time to time, to meet the needs of the school, you may be asked but not automatically expected to work hours additional to your normal working hours. The school will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Assist with the clerical duties of the administration team as required from time to time and as appropriate to your role
- Contribute to the overall ethos/work/aims of the Trust/school
- Participate in relevant training, other learning activities and performance management as required
- Ensure display boards and leaflet displays, etc are kept up to date and in good order as appropriate and required
- To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the postholder and appropriate trade unions
- Team responsibilities - All administrative support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.