

**Administration Assistant (Schools) - Job Description**

<b>Job Title</b>	Administration Assistant
<b>Grade</b>	Band 1 point 7
<b>Reports to</b>	Office Leader/Headteacher/EHT
<b>Liaison with</b>	SLT, Teaching staff, support staff, pupils, parents
<b>Job Purpose</b>	Support the effective administration of the school office
<b>Duties</b>	<ul style="list-style-type: none"><li>• To support on aspects of school administration, eg after school clubs, school uniform, school meals, extra-curricular visits, attendance letters, newsletters etc</li><li>• Act as the first point of contact in school, dealing with telephone enquiries and visitors. Liaise directly with parents, visitors, contractors etc throughout the school day, as required</li><li>• Open and distribute incoming post and emails, flagging up any urgent issues as necessary</li><li>• Assist pupils who are injured or unwell, administering First Aid and medication where required</li><li>• Attend staff meetings, taking minutes where required.</li><li>• Update and maintain records in the management information system (eg pupil records, attendance), generating reports on request, and assisting with the school census</li><li>• Assist with some aspects of the school's finances, eg updating records in the accounting system, collecting income, ordering and taking delivery of supplies, processing invoices etc</li><li>• Assist with the handling of new pupil admissions, including the annual intake of pupils and mid-year applications</li><li>• Provide general administrative support in the school office, including word processing, simple spreadsheets, filing, photocopying etc</li></ul>
<b>General</b>	<ul style="list-style-type: none"><li>• To promote at all times the HEARTS values and ethos</li><li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li><li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li><li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li><li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade</li><li>• The Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li><li>• <i>Note: the duties above are not exhaustive and the post holder may be required to carry out additional duties which are generally in line with the context of this job description.</i></li></ul>

Signed \_\_\_\_\_

Date \_\_\_\_\_