

JOB DESCRIPTION

THE FITZWIMARC SCHOOL



Post: Administration Assistant

Responsible to: Office Manager

Band: Scale 3 pts 4-5

Post Holder:

Purpose of the job: To provide efficient administrative support to facilitate the smooth running of the school

MAIN DUTIES AND RESPONSIBILITIES

1. To undertake filing, photocopying and word processing/typing as directed to produce reports and documents as required
2. To operate and maintain appropriate databases and spreadsheets
3. To answer the telephone/switchboard, take and distribute messages
4. To undertake administrative duties relating to pupil records including data input and creating reports as necessary
5. To open and arrange distribution of post
6. To take minutes of meetings as required
7. To assist with the production of the school calendar
8. To undertake tasks relating to administration of student sanctions and commendations
9. To undertake general administrative duties in support of the needs of the school
10. To undertake reception duties as required, particularly in the absence of other staff
11. To undertake exam invigilation as required

General:

- 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.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- 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

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Agreed by.....(Postholder)

And(Headteacher)

Date