**JOB DESCRIPTION**

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| **JOB TITLE:** | School Office Administrative Assistant – Clerical |
| **DEPARTMENT:** | Administration |
| **RESPONSIBLE TO:** | Office Manager |
| **LIAISON WITH:** | Teaching staff, support staff, parents, students, visitors to the site and Governors. |
| **SALARY SCALE:** | Scale 4 |

**Purpose of the Job**

To provide, as a member of a team of staff operating under the direction of the Office Manager, a comprehensive range of administrative, secretarial and front of house services. Individuals may be allocated specific tasks or areas of responsibility from time to time at the discretion of the Office Manager from within the overall job description.

**Specific Responsibilities:**

• Secretarial duties, including word processing, desktop publishing for booklets, tickets and prospectuses and Excel spreadsheets and mail merges as required

• Annual entry of Year 9 and Year 11 subject choices into Options system

• Processing of admissions for Years 7 and 12

• Preparing Duty Student annual rota, name plaques and badges

• Remind staff on Bus Duty rota

• Assist with the annual archiving of student records

**Other Duties and Responsibilities:**

• Entry and maintenance of data in the administrative computer system and on manual systems as required

• Provision of lists or other information from this data to staff or other authorised parties as required

• Undertaking of general reception duties, i.e. receiving and directing visitors, answering queries and implementing security procedures

• Taking, recording and delivery of messages

• Operation of the school telephone system and gated access system

• Dealing with incoming and outgoing post

• Preparation of refreshments for visitors and meetings

• Processing of admissions

• Issuing of holiday, accident and other school forms

• Effective operation of the SchoolComms system which is used for all email and text communication to parents/carers

• Undertaking of filing, photocopying and other general clerical duties.

• General care and upkeep of the administrative areas and equipment, including general tidiness and topping up consumables

• Assisting with checking and ordering of departmental stock

• Other clerical/administrative duties at the discretion of the Office Manager

**General Notes**

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

2. This job description describes the range of 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.

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

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the range of duties the post holder is expected and required to perform.

4. Post holders may deal with sensitive material and should maintain confidentiality in all school-related matters.

Signature (post holder) ……………………………………… Date ……………… Signature (pp school) ………………………………………. Date ……………….