

	Job Description: Administration Assistant
Grade	Scale 4 Range 6 – 7
Reports to	Head of School
Hours/Weeks	37 Hours 39 Weeks (term time + inset days)
Working Pattern	8:30 – 16:25 with 30-minute unpaid break
Liaison with	Head of School and Deputy Headteacher, other Staff, Parents, Visitors, External Agencies, and Governors
Job Purpose	To provide secretarial, administrative and first aid support to facilitate the efficient running of the school office thereby supporting the aims of the school.
Duties	<ul style="list-style-type: none"> • To provide an efficient and friendly reception service for the school, both in person and over the telephone, acting as first point of contact for parents, students, staff, visitors and governors • To effectively use desk-top publishing and word processing facilities to ensure the accurate production of reports and documents as required • To operate and maintain appropriate databases and spreadsheets, ensuring accuracy of data input • To ensure all work undertaken is of the highest standard and is saved/filed in the correct location for ease of retrieval • To assist staff in arranging visits as required • To take minutes of meetings as required • To undertake general administrative duties as required including filing and photocopying • To organise whole school events as per guidance in school protocols • To assist with the daily collection of attendance data from the school registers and follow-up of student absence • To provide first aid as required • To undertake Student Reception duties as required • To assist with maintaining First Aid supplies at a recommended level as required by Student Reception • To administer and update individual healthcare plans • To administer the organisation of vaccinations • To assist with the sale of school items including ties, socks etc. as required • Supervise students assigned to assist in Student Reception as required • To greet visitors to the school and liaise with appropriate staff • To maintain conference room bookings as and when required • To ensure security procedures are adhered to, issuing badges and ensuring visitors sign in and out • To open and arrange the distribution of post and the sending of outgoing post



General	<ul style="list-style-type: none">• 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
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The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head of School to carry out appropriate duties within the context of the job, skills and grade.



Safeguarding

The Governing Body and Trustees are committed to safeguarding and promoting the welfare of children and young persons and the Head of School must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and complete a Disqualification Declaration.

June 2022

Specific Skills	Essential: <ul style="list-style-type: none"> • Excellent written and oral communication skills • Ability to complete forms, write routine letters • Ability to exchange verbal information clearly and sensitively with children and adults • Good IT skills, including the ability to confidently use Microsoft suite of programs • Willingness and ability to learn and operate new IT packages • Excellent administrative and organisational skills 	ASIT
Personal Characteristics	Essential: <ul style="list-style-type: none"> • Genuine passion and a belief in the potential of every student • Ability to manage confidential and sensitive information with absolute discretion • Flexible, highly organised and able to multi-task and prioritise work to meet deadlines • Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure • Able to take ownership of tasks and work with minimal supervision • Have exacting standards and a keen eye for detail • Keen to learn and further develop own skills • Exercise sound judgment, especially relating to confidentiality • Able to communicate clearly and effectively with a variety of audiences • Project a positive and confident demeanour 	ASIT
Alignment with vision	Essential: <ul style="list-style-type: none"> • Relentless drive to do what it takes to ensure all pupils succeed • Ability to instil and ensure high expectations 	ASI
General	Essential: <ul style="list-style-type: none"> • Demonstrate a commitment to equality • Good understanding of Health & Safety • Understand and implement child protection procedures • Understand procedures and legislation relating to confidentiality • Demonstrate a clear commitment to develop and learn in the role • Ability to effectively evaluate own performance and share knowledge with others 	ASIT