



CHELMER VALLEY HIGH SCHOOL

A Specialist Engineering and Leadership Academy



Engineering

Job Title	Administration Assistant
Grade	Scale 3 2020 (Band 2 midpoint 2019)
Reports to	Office Manager
Liaison with	Office Manager, Other staff, Pupils, Parents, Visitors, External Agencies
Job Purpose	To provide administrative support to facilitate the smooth running of the school
Duties	<ul style="list-style-type: none"> • To undertake administrative duties for Assistant Headteachers • To provide Administration support for the Pastoral Team, Alternative Education and one to one tuition. • To support with reception duties • To co-ordinate Year 7 induction packs • To co-ordinate school photos for Years 7-13 • To input and ensure the accuracy of data onto the computer • To provide assistance with first aid • To operate and maintain appropriate databases and spreadsheets • To arrange the allocation of school bus passes • To assist staff in arranging visits • To undertake administrative duties with regards refreshments for parents consultation evenings • To assist with invigilation during exam time
General	<p>(ii) 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.</p> <p>(iii) To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.</p> <p>(iv) To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</p> <p>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.</p> <p>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</p>