



JOB DESCRIPTION



Job Title: GENERAL ADMINISTRATION SUPPORT ASSISTANT

Responsible to: Deputy Headteacher

Liaison With: Senior Team, Heads of Faculty

KEY ROLE:

The post holder is responsible for providing effective and efficient reception, administrative and student welfare support for the school.

MAIN DUTIES AND RESPONSIBILITIES

- Work with our main Receptionists as a first point of contact for visitors to the school representing the school values in all interactions.
- Follow all safeguarding procedures in regard to school visitors ensuring they all sign in and sign out using the INVENTORY system.
- Provide a positive and efficient customer service in person, by telephone, email or letter.
- Ensure all enquiries are directed to the appropriate person, taking accurate messages when they are unavailable.
- Liaise with attendance team regarding notification of student absence.
- Manage students leaving site early for approved reasons.
- Manage students arriving to school during the day.
- Work with the student 'runners' to coordinate messaging across the school.
- Maintain records and systems and coordinate with staff to support the school's administrative needs.
- Support event planning and logistics.
- General administrative duties including filing, minute-taking, printing, and managing supplies.

Health and Safety

- Provide routine and emergency First Aid to students and staff in line with the school's policy.
- Help keep records of all students requesting first aid or medical care.
- Liaise with parents, carers and staff regarding student health or injury.
- Support with stocks of medical supplies and ensure they are in date

- Help maintain the school’s first aid room.
- Provide general support to students e.g. timetable issues, lost property.
- Monitor radio calls and ensure coordination of response with appropriate members of staff.
- Ensure all trips are serviced with a first aid kit and emergency phone.
- Relay relevant reported health and safety concerns e.g. spillage/ breakages to the school caretaking or housekeeping team for remedy.
- Help maintain the school accident reporting system.
- Ensure the safe fire evacuation of visitors.
- Ensure the safe arrival and departure of SEND students using specific school transport services liaising with SENCo and parents if issues arise.

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 ensure that all administrative duties, checks, documentation, reports and return are completed accurately and submitted within required deadlines.
- To deal with correspondence promptly and as required.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all Trust policies and procedures are followed.
- To ensure that all duties and services provided are in accordance with the Trust’s Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community.
- To ensure that all duties and services provided are in accordance with the Trust’s Data Protection Policy and practices and reporting to the DPO any concerns or requests.
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust.

The Trust Board 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/Chief Executive Officer to carry out appropriate duties within the context of the job, skills and grade at any site within the Trust.

Post Holder’s Name:

Signature: **Date:**

Line Manager's Name:

Signature: **Date:**

