

JOB TITLE: Admin Assistant

REPORTS TO: Admin & HR Manager

DEPARTMENT: Administration/Organisational Support

SECTION: Secondary School

PURPOSE OF JOB

To work flexibly and provide full, appropriate, accurate, reliable administrative support as required to other staff members and areas within the school.

PRINCIPAL ACCOUNTABILITIES

Organisation

- Undertake duties to support Administration roles with the school, including telephone enquiries, redirect calls, pass on messages to others as required and deal with face-to-face enquiries with colleagues, students and visitors.
- Assist with arrangements for School events, such as Work Experience, Enrichment Week and Admissions.
- Provide cover for colleague absence in work areas including First Aid, Reception, Attendance and undertake administrative procedures relevant to these work areas.
- Assist with tasks, liaising with parents and staff.
- Provide administrative assistance to the Senior Leadership Team as required.
- Assist in other departments within the school as required.

Administration

- Undertake routine administration as directed by the Administration/HR Co-ordinator or Administration/HR Manager.
- Provide administration support e.g. photocopying, filing, emailing, completing standard forms and responding to routine correspondence.
- Provide assistance and support with routine phone calls to parents/carers and complete forms to accompany these.
- Maintain manual and computerised records / management of information systems.
- Produce lists / information / data as required, e.g. student data.
- Oversee a range of complex IT based tasks supporting the Administration and Communications Teams. Generating routine correspondence as required.

Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, SIM's, Internet)
- Provide general advice and guidance to staff, students and visitors

- Undertake general administration in accordance with procedures.
- Undertake First Aid Training and assist the Medical Officer within the school when needed.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure students have equal access to opportunities to learn and develop
- Contribute to the overall ethos / work / aims of the school
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required
- Responsible for Health & Safety management in own area

GENERAL ACCOUNTABILITIES

- Ensure the effective implementation of school policies with particular regard to safeguarding
- Carry out other duties that may reasonably be required by the Headteacher

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

This job description is based on conditions of employment. It sets out the duties of the post at the time it was prepared. These duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.