

JOB TITLE: Admin Support Assistant

REPORTS TO: HR/Admin Manager

DEPARTMENT: Administration/Organisational Support

SECTION: Secondary School

PURPOSE OF JOB

Under the instruction of senior staff, work flexibly and provide full, appropriate, accurate, reliable administrative support to the school as required. Supporting the exams, attendance and general admin team.

PRINCIPAL ACCOUNTABILITIES

Organisation

- Undertake duties to support administration roles with the school, including telephone enquiries, dealing with face-to-face enquiries with colleagues, students and visitors.
- Be point of contact for students requiring assistance with timetable queries
- Provide cover for colleague absence in other admin work areas and undertake administrative procedures relevant to these work areas.
- Assist with tasks, liaising with parents and staff.
- Assist with arrangements for school events.
- Assist in other departments within the school as required, including exams during busy exam periods

Administration

- Undertake routine administration as directed by the Administration/HR Manager.
- Provide administration support e.g. photocopying, filing, emailing, completing standard forms and responding to routine correspondence.
- Maintain manual and computerised records / management of information systems.
- Produce lists / information / data as required, e.g. student data.
- Maintain and collate pupil reports
- Oversee a range of complex IT based tasks supporting the Administration, Exams 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.

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.