



Archbishop Sancroft High School

(A Church of England Academy)



Executive Headteacher: Mr Rob Connelly, BSc. (Hons)
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Job details

Job title

Administration Assistant

School

The Harleston Sancroft Academy (known as the Harleston Federation until 31.8.22)

Location

Harleston, Norfolk

Grade

Scale E (Salary Point 7-11)

Responsible to

Responsible to the Office Manager

Effective date

September 2022

Roles and responsibilities

To manage, deal with, and undertake administrative, secretarial, word processing/typing, computing and information/data services, ensuring that these functions are organised efficiently to meet the needs of the school.

Responsible for implementing/administering the following and ensuring that each task is carried out as defined in corresponding policies and procedures:

- a) Admissions & leavers
- b) Parents evenings
- c) Student records on the MIS
- d) Newsletters

Coordination of risk assessments across the school. Maintaining a system to ensure these are reviewed and renewed as required and completed in line with trust policy. Supporting colleagues to complete risk assessments accurately and with due consideration to all risks. Reviewing and following up risk assessment actions required.

Completing display screen assessments with staff. Reviewing and following up actions required.

Coordination of policies. Maintaining a system to ensure these are reviewed and renewed as required and in line with trust policy. Working with colleagues to ensure policies are up to date. Submitting policies to the clerk to the governing body for governor approval/adoption. Updating policies on the school website to ensure statutory compliance.

Day to day management of the school website. This will include regular monitoring to ensure all pages are up to date. Creating new pages, writing content, adding photos, documents, and policies.

Monitoring of GDPR compliance. Ensuring confidentiality of records and information and managing data retention in line with legislation.

Supporting the office team with daily student attendance reporting, checking am and pm registration has been accurately completed by teaching staff. Checking reasons for absence and ensuring am and pm registers are to hand in case of emergency evacuation.

Reception duties.

Provide, as directed, administrative support for members of the Senior Leadership Team.

Provision of First Aid

To undertake any other duties that are within the grade and scope of the post as determined by the manager/supervisor.

Person specification	
Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> · NVQ 2/3 or equivalent qualification or experience in relevant discipline. · Good numeracy/literacy skills. GCSE (or equivalent) in Maths and English. · ICT literate with excellent keyboard skills. 	
Experience	
<ul style="list-style-type: none"> · Sound experience in supporting administrative services. · Experience of maintaining computerised records and systems. 	<ul style="list-style-type: none"> · Experience of GDPR and compliance. · An understanding of legislation in schools. · Experience of completing risk assessments. · Experience of managing a website.
Skills/knowledge	
<ul style="list-style-type: none"> · Able to work as a member of a team dedicated to delivering comprehensive support services. · Very well organised with attention to detail. · Able to contribute effectively to deliver services in a manner that complies with regulatory requirements. · Good knowledge of relevant policies/standards/regulatory matters. · Effective use of ICT. · Able to relate to and assist school staff at all levels. 	

General information

- The job description details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
 - Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.
 - Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.
 - All work performed/duties undertaken must be carried out in accordance with relevant St Benet's MAT, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
 - Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.
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