

# Administration Assistant Job Description

**Role:** Administration Assistant Job Description

**Place of Work:** Astor Secondary School

**Accountable to:** PA to Headteacher/Office Manager

## Job Purpose

- To be an effective member of the school's office team.
- To provide a high standard of administration support to the school under instruction of the office manager and SLT and to assist in the efficient running of the school office.
- To be an ambassador for the school; build and preserve trusting, positive relationships with parents, staff, students and visitors.
- To contribute to the overall vision and ethos of the school.
- Ensuring high standards and confidentiality are maintained at all times.
- To be aware of, and support differences, and ensure equal opportunities to all.
- To uphold safeguarding standards for the school and students at all times.
- To maintain accuracy and integrity of all work and MIS systems.
- To follow processes and procedures as laid down in the school and Trust policies, paying close attention to data protection, GDPR rules and safeguarding.
- To take accountability of your work tasks, ensuring deadlines set are adhered to in a consistent manner.

## Supporting the Office Manager

- The post holder will be required to enhance the productivity of the Office Manager, SLT and school staff and meet their requirements. You will achieve this through effective communications, high quality administrative support and building effective relationships with all points of contact.

## Key aspects of the role include:

### Visitors

- To provide a support, safe and friendly welcome to parents/carers, pupils, staff and visitors.
- Deal with all telephone, face to face and electronic communications in an efficient and professional manner.
- Ensure all messages are dealt with in a timely and accurate manner and, where relevant, referred to colleagues promptly in line with processes set out by the Office Manager/SLT.
- Deal with incoming and outgoing post.
- To maintain the security and safeguarding of the school, ensuring the completion of relevant procedures ie access to and off site via the gates, visitor signing in and identification via the SCR and issuing of identification badges.
- Providing hospitality for visitors.

# Administration Assistant Job Description

## **ADMINISTRATIVE – including but not limited to**

- Management of digital and paper information systems within the Retention Policy set out by KCC/The Trust.
- Maintaining integrity of all systems, including Bromcom by entering accurate information.
- Accountable for your own CPD to ensure knowledge of systems, practices and procedures is kept up to date and logged via CPD log.
- Maintenance of fire registers.
- Maintenance of Free School Meal information on Bromcom.
- Deal with all In Year Casual Admissions liaising with HOY and other key staff.
- To complete tasks on the office Work Priorities Plan set by the office manager within given deadlines.
- Using the Office Handbook, Bromcom Community and Bromcom Help to ensure processes are followed as set out.
- Process any suspension letters and XIA's by the end of each term in line with processes set out.
- Process off-rolling in a timely manner.
- To undertake first aid duties as required.
- To complete all tasks for new intake of year 7 and year 12 students each September.
- Ensure that all information is treated confidentially and to have absolute discretion at all times, complying with the school's data protection procedures and policies.
- General administration duties such as photocopying, filing, archiving, emailing and completion of routine forms as directed by the office manager or other members of SLT.
- Undertake any other reasonable duties as determined by the Office Manager/SLT.

## **Continuing Professional Development**

- Take responsibility for your own personal professional development, keeping up-to-date with research and developments which will enhance your own knowledge and the efficiency of the school team.
- Participate in training and other learning activities and performance development as required.

## **Health and Safety**

- Be aware of your responsibilities for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

## **SKILLS**

- Ability to relate well to children and adults, being sensitive to their individual needs.
- Ability to work constructively as part of a team, undertaking roles and responsibilities and your own position within these.
- Ability to communicate effectively, both written and verbal

# Administration Assistant Job Description

- Ability to work flexibly in support of the school and office manager priorities.
- Ability to pay close attention to detail to ensure accuracy.
- Display resourcefulness, enthusiasm, patience and resilience.
- Ability to work independently and with initiative.
- Ability to deal with everyone in a positive and professional manner, which promotes a positive image in line with our school's vision and ethos.
- Ability to ask for additional work during non-peak times to assist in the effective running of the office and school.