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| Profile Title and Grade | |
| Administration Assistant/ Receptionist Band 5 – 37 hours 205 days | JOB ID; SCHOOLADMIN5 |
| Reporting To | |
| Office Manager | |
| Purpose of the role | |
| Working within guidelines and instructions, provide general clerical and administrative support plus reception cover to the School including the answering of telephones, taking messages and responding to enquiries, using school office equipment and general office duties. | |
| Responsibilities | |
| <p>The Post Holder will:</p> <ul style="list-style-type: none"> • Provide clerical and administrative support ensuring systems, files and records are kept up to date • Undertake reception duties, answering the telephone (transferring calls, taking and delivering caller messages) and deal with face to face enquiries • Use templates and school software to issue correspondence internally and externally • Take messages, answer questions from, and give information to, the public and school staff • Respond to, and answer, straightforward queries. • Digitally capture, index and process documents, including the scanning of post • Following specific requests and instructions made by senior colleagues, organise meetings, room bookings and hospitality • To take notes of informal meetings and subsequently, following the meeting, write up the notes. • Undertake accurate data-inputting tasks, word processing, and other IT based tasks. • Maintain manual and computerised records/management information systems as directed eg. free school meals data on SIMS • Check and cross reference information to ensure administrative tasks are carried out accurately, correctly and efficiently • With due regard to the image of the school ensure that spelling, grammar and punctuation of any communication are correct where this is for use beyond the immediate team • Be aware of school deadlines and cycles to ensure that tasks are completed in a timely manner • Carry out tasks with due regard to, and through an understanding of, Data Protection requirements • Ensure that School held information is provided only to approved and/or appropriate persons • Undertake general duties including photocopying, duplicating, stapling and collation of documents, providing support with Reprographics duties for the school • Maintain notice boards where necessary • Deal with incoming and outgoing post • Use Microsoft Office, Google, email packages and bespoke school software e.g SIMS, Go4Schools • Provide reception cover and administrative support for holiday activities • Be part of a rota system to cover the Student Services Office • Administer First Aid <p><u>Other</u></p> <ul style="list-style-type: none"> • Be aware of and support difference and ensure equal opportunities for all. • Contribute to the overall ethos/work/aims of the school. • Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role. • Share expertise and skills with others. | |

- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
- Within a responsibility of a duty of care, comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.