



## **Education School Support Team**

**JOB TITLE:** Administrative Assistant

**REPORTS TO:** Support Manager

**BAND:** A

### **JOB PURPOSE:**

To provide administrative support for the trainee teacher programme. To provide clerical and typing support under the supervision of the Support Manager. To assist with data entry, ordering stock, receiving and distributing deliveries. Answering and directing telephone enquiries. Provide cover for Medical Officer, as required.

### **KEY CORPORATE ACCOUNTABILITIES**

To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

To work with colleagues to achieve service plan objectives and targets

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs

### **PRINCIPAL ACCOUNTABILITIES**

- Provide clerical and word processing support ensuring accuracy and confidentiality at all times.
- To answer and direct telephone enquiries from staff, pupils, parents and the general public.
- Provide administrative support, e.g. photocopying, typing, filing, collation of pupil reports, receiving deliveries.
- To retrieve and update information on manual and computer-based systems.
- Distribute staff/departmental mail, open if appropriate.
- Report student and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.
- Be involved in Extra Curricula Activities, e.g. open days, presentation evenings.