



## The Harvey Grammar School

### Administration Assistant

25 hours per week

42 working weeks per year, 47.6 paid weeks per year

HGS4 – £15,637.91 (pro rata to £25,353 for a full-time position)

### Job Description

**LINE MANAGER: Office Manager**

#### Specific Responsibilities

- Shared responsibility for Pupil Attendance procedure in accordance with DFE regulations, including maintenance of computer records, holiday forms and ensuring that correspondence is received in respect of all absences. Notifying House Teams of any concerns.
- Shared responsibility for ensuring pupil signing in/out is maintained for fire purposes and visitors are advised of emergency evacuation procedures. Evacuation of the reception area and medical room in the event of a fire and fire warden duties as required.
- Undertaking First Aid training, maintaining subsequent qualification and offering First Aid to pupils
- Shared responsibility for completing accident and injury forms as necessary
- Shared responsibility for ensuring parents complete the relevant paperwork for medication
- Support the administration and organisation of pupil medical information, ensuring records are accurate on Bromcom and other systems.
- Supporting reception as required during busy periods ensuring that contractors, visitors, parents and pupils are dealt with promptly in a friendly and professional manner following all safeguarding procedures.
- Shared responsibility for collection, checking, recording of money and issuing receipts as appropriate
- Shared responsibility for updating Diner systems, including administration of lunchtime vouchers
- Processing messages received into the office via phone, email and Bromcom, responding as appropriate and ensuring messages are directed to the correct department.
- Shared responsibility for monitoring stock and first aid supplies, ordering items as necessary and replenishing first aid boxes around the school termly
- Assisting with the administration of Visits and Journeys, including secure registration of passports
- Assisting with the leaver and admission administration relating to the start-up and close down of each academic year
- Shared responsibility for all reprographics work, including binding, laminating and hole punching
- Shared responsibility for keeping the print machines in good working order and liaising with suppliers for print machine maintenance
- Shared responsibility for all office duties, an awareness of each other's roles and a willingness to cover for colleagues as necessary.
- Member of the Administration Team, attending meetings and training on a regular basis, leading training sessions as appropriate
  
- To be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, copyright, confidentiality and data protection, reporting any concerns to the appropriate person in order to maintain a safe and secure learning environment for pupils