



The Henry Box School

Founded 1660

Job title: Administration Assistant with Cover duties

Responsible to: Business Services Manager

Manages/Supervises: None

Location: The Henry Box School

Salary: Grade 5

Working Pattern: 25 hours per week 7am to 12pm Monday to Friday
The postholder **must** be able to commence work at 7am every day, term time only

Disclosure level: Enhanced

Job Purpose: To work as part of the school administration team to deliver comprehensive high level administration support across the school, ensuring that tasks are completed to a high standard in a timely and efficient manner.

Main Responsibilities:

- To arrange cover for absent staff
- Record cover arrangements on the school's management information system
- To be first point of contact for staff absence
- To record staff absences in a timely and accurate manner on the school's electronic systems
- To arrange any room changes occurring from staff cover arrangements or student temporary incapacity.
- To provide any general administrative support across the school

Key Tasks

- To deploy cover supervisors to classes needing cover
- To arrange for supply teachers to come in when more cover is needed
- To ensure that DBS information is seen and passed to the HR Team and Compliance Officer

- To arrange room changes as required
- To record absences using the school's MIS
- To circulate cover and room changes daily
- To communicate arrangements to colleagues and rearranging where necessary
- To arrange appointments and booking systems for parents and visitors
- To cover reception if needed
- To administer First Aid

Additional Responsibilities:

- To achieve service outcomes and outputs, and personal appraisal targets, as agreed with the Business Services Manager
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and postholder.
- To be committed to the school's core values and ethos and to demonstrate this commitment in the way duties are carried out.
- To maintain confidentiality and ensure that duties are undertaken with due regard to and compliance with the Data Protection and Equality Act at all times.
- To carry out duties and responsibilities in accordance with the School's Health and Safety Policy and relevant Health and Safety legislation.
- To demonstrate consistently high standards of personal and professional conduct; showing tolerance and respect of the rights of others whether other staff, students or parents, observing proper boundaries and having regard to the safeguarding and wellbeing of students.
- The post holder is responsible for ensuring all child protection policies are adhered to and that any concerns or incidents are raised in accordance with these policies.
- To undertake any other duties or tasks as are required from time to time at the discretion of the Headteacher.

Person Specification

Qualifications and Training	Essential	Desirable
Educated to GCSE, with good grades in Maths & English (C or better, or equivalent)	✓	
Excellent standard of literacy, spelling, grammar and numeracy	✓	
Qualification or completed training course(s) in relevant ICT skills		✓
First Aid qualification or willingness to gain such a qualification and undertake first aid responsibilities	✓	
Experience		
Demonstrable experience of working in an office environment	✓	
Experience of using Microsoft Office Suite	✓	
Experience of using Email/Internet	✓	
Experience of using Information Systems or databases	✓	
Personal Skills		
Excellent and meticulous organisational skills	✓	
Must be well presented and maintain a positive, professional attitude	✓	
Must be trustworthy and able to demonstrate high levels of discretion and maintain confidentiality of information/data at all times	✓	
Able to absorb and understand a wide range of information	✓	
The ability to work under pressure and ensure that deadlines are met	✓	
Ability to work as part of a team, understanding own and others roles & responsibilities	✓	
Committed to professional development and training	✓	
Administrative Skills		
Experience of using, maintaining and developing administrative systems	✓	
Experience of maintaining accurate records and filing systems	✓	
Attention to detail in communication, planning and undertaking activities	✓	
Communication Skills		
Have excellent interpersonal skills and be able to communicate effectively whether verbally or in writing and in the manner appropriate to the individual situation	✓	
Ability to develop good relations with school leaders, school staff, the wider school community and external stakeholders	✓	
IT Skills		
Good understanding of word processing , including ability to produce letters, correspondence, reports and minutes	✓	