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**Job Description:** Administrative Assistant

**Location:** Bramcote College

**Salary:** JE Grade 2, Points 2 to 4

**Value:** £18,516 to £19,264

**Actual Salary:** £11,647 to £12,036.67

**Contracted Hours:** 22.5 (Wed, Thurs & Fri 8am-4pm)

#### GENERAL INFORMATION

The following information is provided to assist staff joining the Trust to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

#### PURPOSE OF THE POST

To provide reception, reprographic and administrative support to the school.

The Administrative Assistant should show a commitment to the aims, policies, and ethos of the school/Trust and strive to maintain these through personal conduct and effective relationships with colleagues and pupils.

**DUTIES AND RESPONSIBILITIES:**

**Reprographics: Provide seamless support to the Reprographics officer;**

* Complete bulk photocopying at the request of the teaching staff or School Administrator to produce booklets and laminate items and all other work associated with reprographics
* Assist with the making of displays around the school and promotion of a consistent approach**.**
* Finish copied items by trimming, binding or laminating.
* Order paper and materials as and when required and disseminate to departments as necessary.
* Organise service and repair of equipment by liaising with outside agencies.
* Perform basic equipment maintenance and cleaning.
* Ensure that the reprographics room is kept in a clean and tidy manner ensuring that all Health and Safety regulations are adhered to.

**Administration & Reception: Provide seamless support to the school operations manager**

* To undertake document and report preparation, storage, format, retrieval, amendment and transmission using IT skills and a range of technology to support information processing and communication.
* To prepare and process orders resolving any routine issues that arises to ensure that stock levels are maintained. Ensure items procured are received in good order, that invoices are checked prior to being passed for authorisation.
* To maintain electronic and manual records including student and staff records.
* To undertake cash collection duties where required including the recording of all monies received and balanced, resolving any routine anomalies.
* To track and support school trips. This will include completing trip letters, helping to collect parental consents, tracking payment deadlines and contacting parents.
* Setting up and monitoring products and services on the school app. This includes administration of the school dinner money accounts (vericool) along with school music lessons.
* Ownership of monitoring and resolving communications received to school through the app and emails.
* Perform adhoc duties to support large school projects. These will include School Photos, School Immunisations and Parent Evenings.
* Provide cover and additional support to Reception including, but not limited to: receiving telephone calls, dealing with general enquiries, taking messages, meeting and greeting visitors. Distribution of deliveries received and managing orders made through the school app.

**Health and Safety:**

* Be aware of the responsibility 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, and Welfare.

**Continuing Professional Development**

* Participation in the Trust’s staff appraisal programme.
* Reflect on own practice and undertake any professional development as discussed within the appraisal meetings.
* Complete all necessary training as required of the role, particularly annual updates such as safeguarding and fire safety.

# Relationships

To be responsible to:

* The Headteacher, with Line Management through the School Administrator.

To co-operate with:

* The Governing Body, making such reports as required
* All colleagues, both teaching and support staff
* LA, advisers and the school SIP Inspection teams
* Unions and other organisations representing teachers and other persons on the staff
* Feeder and receiving schools to ensure continuity and progression in the education of each pupil
* Persons and bodies outside the school to ensure that the school works in harmony with the community

The job description may be subject to amendment or modification, should circumstances change, but any changes will be discussed with you in the first instance.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases. To provide flexibility and to meet the priorities of the Trust during times of peak work flow you will be asked to support other members of the Trust team undertaking duties that may be below your current grading.

The Administrative Assistant should show a commitment to the aims, policies, and ethos of the Trust and strive to maintain these through personal conduct and effective relationships with colleagues and pupils.

The job description does not form part of the contract of employment.