**JOB DESCRIPTION**

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| Job Title:  | **Administrative Assistant** | Salary: **Grade 3 (pro rata to hours/weeks worked)** |
| Location:  | **Meadow Park School** | Hours of work: **37 per week TTO plus 1 week**  |

**Job Purpose**

The purpose of the role will be to provide efficient and effective administration support within the school, including the management of processes, reception cover and support to students.

**General Duties and Responsibilities (not in order of priority)**

The specific nature and balance of these responsibilities will vary according to the needs of the

school and may be shared.

**Administration**

* Undertake administrative duties to support the administration processes appropriate to the post and to support the wider school if required.
* Use computer word processing, spreadsheet, and database software to prepare reports, memos, and documents
* Provide secretarial and administrative support to the senior leadership team and other staff.
* Maintain the confidentiality of information and the security of office systems, records, files and equipment
* guidelines.
* Send out communications to parents/carers as required ensuring all communication follows school brand guidelines.
* Support the EVC in the administration of trips.

**General**

* Oversee the publication of information on the school website and social media channels.
* To ensure the resources room is appropriately stocked and is maintained in good order.
* Undertake first aid training and/or be the nominated person for first aid to ensure the first aid policy and procedures are followed.
* Liaise with external agencies requiring access to students.

**SPECIFIC DUTIES (not in order of priority)**

To lead on one or more of the areas below - **To be agreed with the successful candidate following the**

**selection process and subject to rotation according to the needs of the school**:

**Reception**

* To be a point of contact for both telephone and face to face enquiries, taking messages where required.
* To ensure school security arrangements are always complied with, including the issue of visitor’s

badges and completion of visitor signing in system.

* To provide hospitality for visitors to the school.
* Deal with internal and external telephone calls in an appropriate manner, filtering calls as necessary, taking messages as required.
* Oversee administrative email in-boxes to ensure enquiries are dealt with in an appropriate manner
* Ensure security procedures are followed for all visitors.
* Receive and accept mail and deliveries according to office procedures and assist with checking and distributing to relevant departments.
* Oversee bookings of meeting rooms.

**Cover**

* Provide support regarding daily cover arrangements, distribution of lesson covers to Supply Staff.
* Liaise with agencies to book external supply cover
* Monitor staff planned and unplanned absence ensuring policies and procedures are followed.
* Provide support to the Data Manager when needed. This will include support with basic data entry into the SIMS system, and other processes such as the tagging of students to classes, room changes.

**Attendance**

* Understand and manage, on a daily basis, the Schools attendance database.
* Ensure the School’s attendance data is kept accurately, and up to date.
* Check class registers and liaise with teachers to ensure they are completed correctly.
* Undertake the day-to-day inputting of amendments to the computerised attendance system.
* Manual updating of attendance data, including the processing of: Late students, Students leaving school for appointments, Holidays or other absences.
* Contact parents/guardians on the first day of absence from school to ascertain reason for absence & chase unexplained absences when reason not provided by parents/carers.
* Liaise with relevant staff regarding attendance matters on a regular basis.
* To work closely with and support the Home School Liaison Officer regarding any other administration tasks in relation to attendance e.g. sending letters, identifying persistent absentees etc.

**Admissions**

* Ensure timely admission of new students, liaising with the Local Authority, families, translators, any other external agencies and Meadow Park School staff as appropriate.
* Act as first point of contact for prospective students, their parents and teachers. Providing information and guidance on all matters relating to admissions.
* Ensure all data received is accurate and places offered adhere to the school admissions policy
* Work with the Local Authority Admissions Department to ensure correct procedures are followed with regards to the school admissions policy.
* Input all data required accurately into the school database within the necessary timescale.
* Handle all enquiries in a helpful, professional and courteous manner.
* Monitor and update the admissions waiting lists to ensure school admissions policy is always followed.
* Assist with school open days.
* Assist with the production and distribution of marketing materials.
* Monitor, update and manage Free School Meals processes (including SIMS).

**Student Services**

* To be a point of contact for students for enquiries, concerns, first aid and requests for pastoral support.
* To co-ordinate duty staff and call-outs.
* To work closely with and provide support to the House Team including logging behaviour, producing reports and speaking to students.
* Contact parents/carers on behalf of the House Team and as part of the behavior and attendance policies.
* To organise uniform borrowing and uniform swap shop, ensuring an adequate level of stock is available.

**Reprographics (when required)**

* Review and process reprographic requests. Operate all equipment, i.e., photocopier, copy printer, collate, electric stapler, computer for word processing and desk-top publishing any other equipment that maybe provided.
* Undertake the collation, punching, stapling and/or binding of completed material as necessary.
* Control work through the section to meet established turnaround times or agreed completion dates

Any such duties as are within the scope and spirit of the job purpose, the title of the post, and its grading.

All duties and responsibilities must be carried out with due regard to the School’s Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School’s Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.