



The King's School Job Description

ADMINISTRATIVE ASSISTANT	
Purpose:	▪ To provide a positive and welcoming face of the school to visitors and helping to deal with a wide range of queries. ▪ To ensure the school's safeguarding processes for visitors to the school are implemented fully. ▪ To provide excellent administrative support to specific curriculum departments, which facilitates the effective education of our students. ▪ In conjunction with the Deputy Headteacher (Curriculum) to facilitate effective, timely and accurate academic reporting. ▪ To maintain stock levels in the reprographics/resources room.
Reporting to:	Director of Finance and Operations
Liaising with:	Headteacher, SLT, teaching staff, Heads of Department, relevant support staff, trustees, external agencies, suppliers, parents and students.
Working time:	37 hours per week Mon-Thurs 08:30-16:30 and Fri 08:30-16:00. 39 weeks per year (38 weeks term-time plus 5 INSET/holiday days).
Salary:	Support Staff Grade C3-C6. Actual Pro Rated Salary: £21,363-£23,260.
Disclosure level:	Enhanced
Main School Office:	▪ Ensure the Main School Reception provides a positive and welcoming environment for visitors, providing hospitality where appropriate. ▪ Answer switchboard telephone calls and seek to resolve queries by diverting or dealing with them as appropriate. ▪ Implement the school safeguarding procedures, including operating the site electronic gates, signing in visitors, checking their ID/DBS status and issuing appropriate passes. ▪ Deal with visitors to reception and their enquiries. ▪ Ensure the accuracy of deliveries, sign for parcels including examination deliveries, and sort incoming post as required. ▪ Oversee the duties of the Year 8 office duty student. ▪ Frank external post, including the franking and logging of examination dispatches, ready for collection by couriers or Royal Mail. ▪ Support the operation of the reception photocopiers, assisting staff as appropriate and logging issues with ICT. ▪ Monitor the Office email account throughout the year, forwarding and logging communications as necessary, including 2 days of monitoring over the school holidays.
Reprographics:	▪ Maintaining the smooth running of the resources/reprographics room, by ordering resources using HOGES to maintain stock and supplies. ▪ Support the operation of the equipment in the resources/reprographics room. ▪ General reprographics and administrative duties.



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Reporting:	▪ To establish and maintain effective assessment marksheets and report templates in our MIS. ▪ To ensure that all data is entered accurately, collected promptly and available to our Data Manager and Deputy Headteacher (Curriculum) in a timely fashion. ▪ To collate and distribute data and reports to parents/carers, and electronically to Tutors and Learning Coaches. ▪ At times, to deal promptly and effectively with queries from parents/carers who may have concerns about student data.
Department Support:	▪ Provide proactive administrative support to a number of allocated subject departments, including: ○ Photocopy and prepare curriculum resources, order and receive goods for departments, and update noticeboards and curriculum displays. ○ Support departments with behaviour and reward system administration. ○ Support departments' communications with parents. ○ Provide administrative support for trips and visits organised by departments.
Other specific duties:	▪ Playing a full part in the life of the school community, to support its distinctive purpose, vision, and values and to encourage staff and students to follow this example. ▪ Providing a level of sustained and substantial contribution to all aspects of the school commensurate with experience and pay grade. ▪ Actively promoting the school's corporate policies. ▪ Continuing personal development as agreed. ▪ Complying with the school's Health and Safety policy. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.	
This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job, which are commensurate with the salary and job title. When applying for the role, it is important that you refer to the school's Safeguarding and Child Protection Policy and the DBS Disclosure Policy, which can be found on our website (About Us – Policy Documents). We are committed to safeguarding the welfare of students, so all staff are enhanced DBS checked.	