



JOB DESCRIPTION: Administrative Communications Assistant

Reporting To: School Business Manager

Main Purposes of the Job:

The post holder will join a welcoming, busy administrative school team and will be the first point of contact at the School's Reception.

As the first point of contact at the School, the post holder will be required to answer and direct incoming calls, take messages for unavailable staff, forward messages and place outside calls; deal with external and internal enquiries, either via the telephone or at Reception and welcome visitors to the School; be responsible for the distribution of incoming post to individuals, as well as the despatch of outgoing post; provide administrative support to the school, working flexibly across a range of functions.

Main Responsibilities and Tasks:

- Welcome visitors to the school, maintain the visitors' book and ensure compliance with safeguarding.
- Answer enquiries by telephone or in person from parents or other external persons
- Receive parcels and deliveries; arrange outgoing post and special deliveries when necessary.
- Communicate with parents using a range of digital communication systems within school eg email, text messaging, parent app, website
- Input and extract pupil information using Arbor
- Arrange/book school trips and transport
- Arrange/book & record staff training
- School marketing including uploading documents to the school website

General Administrator responsibilities:

- Support the current office team in carrying out the day-to-day administrative requirements of the Senior Leadership Team and teaching staff.
- Administrative duties such as producing letters, emails, photocopying, filing, etc.
- To understand Data Protection and Confidentiality.
- To be flexible and highly organised.
- To work to deadlines in a calm and confident manner when under pressure.
- To use Arbor on a daily basis for school administration.
- To use other software in order to carry out various tasks in school (e.g. School cloud).
- All other administrative duties as required by the School.

Other Duties:

- The post-holder may deal with sensitive material and should maintain confidentiality in all School related matters.



Westacre Middle School

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Contacts:

In all contacts the Administrative Communications assistant will be required to present a good image of the school (this includes social media postings) as well as maintaining constructive relationships.

Internal: All staff and visitors, both adults and children.

External: Parents/Carers and other professional groups.

Signed by Administrative Communications assistant:

Signed by Head Teacher:

Date: