

# The LETTA Trust

## Apprentice Administrative Assistant and Personal Assistant

### Job Description



**Salary grade:** £6.50-£9.50

**Hours:** 35 hours per week term time + 2 weeks

**Contract type:** 18 months

**Responsible to:** Office Manager

#### Purpose of the job

- To carry out administrative duties for the school office
- To support the Headteacher by effectively and proactively taking responsibility for all administrative matters on the HT's behalf and supporting with all areas of the HT's workload

NB: This is a split role, with some time during the week devoted to office administrative duties and at other times to support the Headteacher

#### Duties and responsibilities

##### Representing the Headteacher

- To respect confidentiality at all times
- To represent the HT, establishing and maintaining good relationships with stakeholders on their behalf
- To ensure that the HT's office is fully equipped for meetings and ready to welcome visitors at all times

##### Communication

- To oversee the reception area and foyer and be the first point of contact for anyone who comes to the school office
- To welcome visitors to the school in a friendly and efficient manner, ensuring they sign in, have the correct lanyard and safeguarding information and are offered refreshment
- To deal with front line enquiries from staff, visitors, parents and pupils in person, by phone or e-mail politely and efficiently
- To liaise with outside agencies and professional bodies on behalf of school staff and ensure that messages, mail, faxes and memos are distributed efficiently
- To organise and update administrative information on staffroom and/or parents' notice boards
- To prepare letters, newsletters and text messages for parents and carers
- To type up notes, produce best copies of documents and photocopy as necessary
- To keep the school website up to date, draft content on behalf of the HT and ensure all legal requirements are met

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#### Administration

- As directed by the Office Manager, to carry out clerical duties such as filing, typing, updating records, inputting data, distributing post and preparing mail for posting
- To carry out the daily administration relating to educational trips and clubs
- To support with the upkeep of pupil absence records

#### General

- Show commitment to the Trust, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination
- To participate in the Trust's performance management scheme, ensuring that objectives are set & met within the agreed timescale
- To work between LETTA Trust schools as required, and expect to be working off-site on occasion
- To attend all meetings and training required for the role
- To work with the Office Manager, Administrative Office, School Leaders and the Headteacher to meet the aims and objectives of the school
- Support the Trust's statutory policies, e.g. health and safety, disability discrimination act, equal opportunities
- To safeguard and promote the welfare of pupils and follow the child protection procedures adopted by the Trust.
- Undertake any professional duties commensurate with the grade of the post

#### Notes

- This job description is illustrative of the general nature and level of responsibility of the work. It is not a comprehensive list of all tasks that the post holder will carry out
- The job description may be amended at any time in consultation with the post holder

**Headteacher or line manager's signature:**

**Date:**

**Post holder's signature:**

**Date:**