

**JOB DESCRIPTION**

**Job Title: Admin Assistant/Receptionist (FIRST DRAFT)**

**Line Manager: Head of Admin & Projects/Headteacher’s PA**

**Hours of Work: 16 hours per week x 45.2 weeks per year (to include designated INSET & will be required to work the last week of the school summer break)**

**Working Hours: Weds & Thurs – 10.00 – 16.30**

**Fri – 11.30 – 16.30**

**(includes a 30 min unpaid daily break)**

The postholder will be expected to:

* Provide a professional, comprehensive and effective support service to the school
* Carry out all administrative duties in a timely and efficient manner ensuring deadlines are met in order to maintain the efficient running of the administrative functions of the school
* Provide cover for Administrative staff – understand and be able to operate their systems effectively as and when required in their absence
* Help keep children safe during day-to-day activities including responding to emergencies and know how-to set-in motion the school’s safety, safeguarding and welfare policies and procedures
* Conduct his/herself in a professional manner at all times; maintaining discretion, tact, diplomacy and confidentiality
* Be flexible in his/her approach to duties and also be reliable and accurate

**Main Duties and Responsibilities**

* Undertake a range of administrative duties including distribution of information, reprographic tasks, filing, scanning of documents.
* Use Microsoft Office to produce documents, reports, spreadsheets and presentations.
* Accurate input and checking of data into SIMS database
* Open and distribute post and correspondence as appropriate
* Provide administrative support throughout the school, as directed by Line Manager
* Duties to include working on Main Reception, as required
* Note and comply with all school policies and procedures, reporting all concerns to the appropriate person
* Undertake any training applicable to the role as directed by the school
* Carry out other duties as required which are commensurate with the grade of the post and as requested by the Line Manager
* Undertake such duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading
* Ensure all personal data is handled and stored confidentially
* Handle difficult situations and issues with sensitivity and calm, ensuring you are aware of safeguarding pupils, data protection issues, and the need for strict confidentiality at all times.
* The post is subject to interruptions according to the demands of the school and the postholder should be aware that tasks may need to be re-scheduled

**SAFEGUARDING**

* To be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with Mayfield’s Safeguarding/Child Protection policies
* To undertake compulsory Child Protection/PREVENT Training as directed by the school

Whilst every effort has been made to cover the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date below, but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the role and the grade.

**The duties and responsibilities in this job description are not exhaustive and may be varied from time to time, in a manner that is compatible with the post held, at the discretion of the Headteacher.**

Name: …………………………………….. Date: ………………………