



ALLESTREE WOODLANDS SCHOOL

JOB DESCRIPTION

POST TITLE:	Administration Assistant
POST GRADE:	NJC Scale 4 points 7 - 11 pro rata to 39 weeks per year, 19.5 hours per week – pro rata salary £11,546 - £12,307
Line Manager:	Deputy School Business Manager

Safeguarding

Allestree Woodlands School is fully committed to safeguarding and promoting the welfare of its students. We implement safer recruitment processes in all appointments. All members of staff will be vetted according to established procedures. All members of staff will familiarise themselves with the school's child protection and safeguarding guidance and procedures.

Role summary:

- Provide efficient and effective administration to contribute to the smooth running of the school
- The Administration Assistant will be accountable to the Deputy School Business Manager

Responsibilities:

- Assisting in the preparation and processing of documents, reports, and correspondence
- Input, analysis and retrieval of information using MIS systems
- Provide administrative support using Microsoft ICT packages and internal MIS systems
- Communicate professionally and efficiently with parents/carers, students, colleagues, contractors and other professionals by telephone, email and letter.
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- Record information accurately on school MIS systems
- Establish and maintain good relationships with parents/carers, students, colleagues, contractors and other professionals
- Arrange and schedule visitor appointments within a school timetable
- To undertake reception duties, answering routine telephone and face-to-face enquiries as and when required
- Assisting students with administrative related tasks as and when required
- Perform other duties, including essential work of absent colleagues
- Provide administrative support to other staff and SLT
- Undertake those tasks that may be required of you by the Deputy School Business Manager

- Promote the ethos and values of the school particularly the CORE values of courage, optimism, regard and endeavour as attributes we appreciate, demonstrate and develop
- Undertake professional duties that may be reasonably assigned by the Headteacher.

Safe Working Practices for Adults working with Children - It is the responsibility of each employee to carry out their duties in line with Allestree Woodlands School's ethos and culture of safe working practices for Adults working with Children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

Freedom of Information Act and Data Protection Act - The post holder is required to comply with the above legislation and maintain awareness of the school's policies and procedures relating to the Freedom of Information and Data Protection Acts. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity - The post holder will be required to comply with and maintain awareness of Allestree Woodlands School's policies relating to Equality and Diversity.

Health and Safety - The post holder must at all times carry out their responsibilities with due regard to Allestree Woodlands School's policy, organisation and arrangements for Health and Safety at Work.

Flexibility - All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Children's Services. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate Trades Unions.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.