

**Headteacher: Sarah Bennett, B.A. (Hons), N.P.Q.H.**

**Stakes Hill Road, Purbrook, Waterlooville PO7 5UD Telephone 023 92 251120**

**JOB DESCRIPTION**

**SENIOR ADMINISTRATION ASSISTANT**

The Senior Administration Assistant reports to the Business and Operations Manager

Contractual Hours: 18 hours per week Mon-Wed & Fri 09:30-14:30, term time plus 1 week

**Overall Function**

Manage information systems and databases that relate to students, to support the administration work of the College. This will involve working closely with the Deputy Headteacher, Business and Operations Manager, Assistant Headteacher Behaviour and Heads of House.

**Responsibilities**

* Responsible for a warm, friendly welcome for all visitors and callers.
* Ensure all front office functions are completed.
* Ensure reception is covered at all times
* Assist in the production of letters ensure all letters are processed and approved by Headteacher in a timely manner
* Initiate Medical Consent Forms for upcoming school trips and collate all relevant and associated data
* Produce Reward Certificates throughout the year and certificates for the Headteachers Reward Evening.
* To assist in the arrangements of the Primary Events liaising with Primary Schools and organising invites and certificates and transport where necessary.
* Organise and produce the weekly newsletter.
* Produce and print termly reports for parents as directed by the Examinations Officer
* Assist with the transition process when required
* Assist with filing of new student files.
* Archiving of registers and student records.
* Deal with routine enquiries effectively, pleasantly and quickly.
* Input and maintain student records on SIMS
* To administer basic first aid to students.

You may be asked to undertake other duties as determined by the Headteacher from time to time. This job description may be reviewed at the end of the academic year, or earlier if necessary. In addition, it may be amended at any time after consultation with you.