



## Job Description

POST TITLE: **Admin Assistant**

Grade: B

Hours: (25hrs – 1200pm-5.00pm - Monday to Friday)

### **PURPOSE OF THE JOB**

- To provide effective hospitality and reception services as required by the school
- To provide regular effective communications to Pupils, Parents/Carers, Visitors, Teachers, Support colleagues, School Leadership team and Governors.

### **KEY ACCOUNTABILITIES**

1. Acts as first point of contact for general parent/pupil/visitor enquiries and reception, responding within standard procedures or referring the enquiry to an appropriate destination.
2. Ensure that information of a sensitive and confidential nature is dealt with appropriately.
3. Develop and maintain a system of information and contacts, (mainly within the local school network), to enable provision of information and advice to colleagues and parents/pupils/visitors.
4. Apply a wide range of standard processes and procedures under supervision. Produce and process documentation and input and extract information using manual and computer based systems.
5. Use manual and computer based information to compile draft reports, correspondence and communications to staff and parents.

6. Work cooperatively with others towards shared goals and contribute to the development of others within the team through sharing knowledge.
7. Undertake welfare support to pupils including provision of first aid where appropriate. Administer medication as required. Compliance with full reporting and recording procedures.
8. To administer accounting systems and records.
9. To provide an efficient and comprehensive administrative support service including:
  - a) greeting visitors and providing hospitality
  - b) dealing with routine enquiries from parents, the Local Authority and other external agencies/organisations
  - c) word processing and other documents
  - d) electronic record keeping, photocopying and filing.
  - e) supporting the deployment of any new systems
  - f) Maintaining a clear desk policy at the end of each working day, respecting personal and confidential information.
10. Act as backup to Admin Officer where required
11. To carry out any other administrative/support procedures, within the responsibility level of the post, as directed by the Admin Officer
12. Undertake welfare support to pupils including provision of first aid where appropriate. Administer medication as required. Compliance with full reporting and recording procedures.
13. Manage the information on the school website ensuring that the website is legally compliant and is kept up to date

## **SUPPORTING THE SCHOOL**

- At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:
  - Support the aims, values vision and ethos of the school and participate in a team approach to all aspects of school life.
  - Attend and contribute to staff meetings and INSET days as required and identify areas of personal practice and experience to develop.
  - Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.

#### **OTHER DUTIES**

The post holder will be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

The post holder will be expected to exercise a reasonable degree of flexibility in their working schedule.