**JOB ROLE: Administration Assistant**

**PAY BAND: Apprenticeship**

**HOURS: 37 hours per week/52 weeks per year**

**REPORTS TO: Head of Administration**

Trafalgar School is a vibrant learning community where every member of staff understands the difference that they can make to our students’ outcomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the school’s professional development.

Trafalgar School and its Governing Body are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

**Key Purposes:**

1. To provide full administrative support and assistance across the school; dealing with all matters in a confidential and professional manner in liaison with the Head of Administration.

**Accountabilities:**

1. Establish and maintain positive and professional relationships with students and staff.
2. Produce accurate and timely school correspondence adhering to the school’s format and procedures:
3. Arranging printing and distribution.
4. Maintaining accurate correspondence records.
5. Provide secretarial, clerical and word processing support ensuring accuracy and confidentiality at all times
6. Assist Senior Leadership and Heads of Houses in admin tasks and maintain dairies (electronic, web etc).
7. Liaise with the Catering Manager and book catering requirements for the school, Governor and external meetings, keeping accurate records.
8. Support and cover the Reprographics area.
9. Provide Reception duties by:
10. Manning the switchboard, taking accurate messages and passing information promptly to staff.
11. Efficient distribution of messages/mail through the school systems at regular intervals during the day and maintenance of info@ email
12. Welcome visitors on site ensuring they adhere to the school’s safeguarding policy.
13. Deal with student and staff enquiries providing advice as necessary in line with school protocol.
14. Use the two-way radio system as required.
15. Take bookings for the Meeting Room.
16. Support the team when required in all areas.
17. Participate in Professional Learning (including INSET and twilight INSET sessions) and Performance Management, contributing to the identification of own self development needs.
18. Provide support for students in internal and external examinations, working flexibly when required to support in longer examinations.
19. Work collaboratively with other departments when required.
20. To participate professionally in own line management meetings, appraisal review meetings and team meetings
21. To be a tutor and play an active role in promoting their House ethos.
22. To work restoratively with staff, students, families and colleagues to maintain the strong community culture and very strong inclusive ethos of the school.
23. Participate and organise the preparations for certificate evenings, parent evenings, etc.
24. To attend staff meetings, as published annually in the whole school diary.
25. At the discretion of the Executive Headteacher, to undertake other activities from time to time agreed to be consistent with the nature of the job description.

*This job description is subject to annual review and/or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.*

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