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**JOB DESCRIPTION**

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| **Role** | Administration Assistant |
| **Grade (SCP)** | 5 (15-17) |
| **Weekly hours** | 37 |
| **Non-term time arrangements** | Term time + 5 staff training days |

**Key Responsibilities:**

1. Administrative support
2. General

**Duties**

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| **Key accountabilities** | **Key tasks** |
| Administrative support | * Cover the school’s reception desk
* Provide excellent customer service to all visitors by offering a warm and professional welcome at all times
* Provide a friendly and efficient service for student and parental enquiries
* Carry out administrative support for all areas of the school, ensuring that all correspondence adheres to the school standards and protocols
* Take minutes of meetings as required
* Ensure student and school data is accurate and up to date
* Produce marketing materials as requested in line with the school’s ethos and image
* Provide administrative support for school trips
* Manage the school’s central email accounts and communications, including student and staff bulletins
* Support the school’s first aiders in supporting students with first aid needs
* Assist in the organisation and management of school events
* Manage stock control in line with school budget protocols
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| General  | * Always uphold the school’s PRIDE agenda
* Adhere to strict standards of confidentiality
* Ensure compliance with data protection, equal opportunities, health and safety and safeguarding regulations, policies and guidance
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This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder. Additional duties may be requested from time to time which are commensurate with the post.

We are committed to safeguarding and promoting the welfare of children and young people and all post-holders are expected to share this commitment.

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| Reports to: | Office Manager |
| Responsible for: | - |