



## Administration Assistant – Job Description

<b>LOCATION:</b>	The Leigh Academy - Main School Office
<b>RESPONSIBLE TO:</b>	Office Manager

**Job Summary:** To provide full and administrative service within the academy and provide assistance to students where appropriate.

### Main Duties

- Undertake a diverse range of administrative duties within the academy, to ensure well-presented and accurate correspondence, reports and other documentation as directed by the SLT and Office Manager.
- To answer internal and external calls for the academy and overflow calls for the Colleges. To deal effectively and professionally with callers at all levels. Process messages to staff and students via voicemail, written communication, email, or if necessary to personally deliver urgent messages to staff/students.
- Responsible for dealing with unwell students, to include:
  - Phone calls to parents/carers
  - Dealing with any student on medication, checking appropriate paperwork
  - Escorting student to main office if being sent home
  - Reporting any pastoral issues to the key members of staff
- Will be required on occasions to take minutes for College/Academy meetings
- Take Briefing Notes in times of absence of the main role holder
- Will be required on occasions to act as support on school trips agreed via the Office Manager
- General Filing, copying, scanning and shredding as required
- Provide relief cover on reception

### Notes

In addition, you will be expected to undertake specific duties relating to position of Administration Assistant;

- To provide an administrative service for Directors of Learning. To include:
  - Typing of letters to parents
  - General department typing
  - Telephone liaison
  - Taking of minutes for parental meetings
  - Preparation of orders and check deliveries
  - Project work as directed by the Office Manager
  - Helping with ParentPay queries from parents/carers
  - Minibus bookings
  - Meeting Room/Boardroom bookings
  - Helping out as Front of House at Open Evenings during the course of the academic year
  - Production of Progress Cards for all years
  - Covering Reprographics in times of sickness/absence
  - Cover administration for Exclusions in absence of the main role holder

**Review of Job Description :** The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal.