

Job Description

Post **Administrative Assistant**
Responsible to **Administrative Manager**

Specific Responsibilities

1. Provide Reception and Student Services support as part of the admin team, dealing with enquiries from visitors, parents, students and staff.
2. Undertake role of Educational Visits Co-ordinator (EVC), reporting to member of SLT, co-ordinating the paperwork for trips including processing more complex, high risk, residential trips through the approved system and providing advice for staff as required. Making all relevant arrangements for trips, i.e. transport arrangements.
3. Lunchtime duties rota – supervising students during their lunchbreak.
4. To assist with the organisation and attend evening school events eg. Parents Evenings, Open Evenings, Transition Evenings etc providing support as part of an Admin Team rota.
5. To ensure the school website is well-maintained and the information displayed is accurate and current (training will be provided). To include the updating/formatting of all documents and general housekeeping.
6. Update and maintain the information screens located on the school site - to ensure that all school news, event/term dates, school menus etc displayed, are in date and relevant.
7. As part of the admin team, provide administrative support across the school, including letters to parents, liaison with outside agencies, curriculum administration and updating school documents.
8. Produce a termly newsletter for all stakeholders.
9. Data entry onto the school's information system (SIMS).
10. To arrange and support senior staff meetings including minute taking.
11. To carry out any other reasonable duties as requested in line with duties commensurate with the post.

Person Specification Attributes	Essential Criteria	Desirable Criteria
Ability, Skills and Personal Qualities	<ul style="list-style-type: none"> • Approachable • Flexible attitude • Good inter-personal skills • Ability to relate to young people • Well organised with the ability to work under pressure and meet deadlines • Able to work as part of a team • Have a good sense of humour • Effective communication skills, written and verbal • Able to use own initiative 	

Knowledge and Experience	<ul style="list-style-type: none"> • Experience of dealing with people/providing customer service • Appropriate level of data protection, security and confidentiality awareness 	
Education, Qualifications and Training	<ul style="list-style-type: none"> • High level of IT and keyboard skills including word, excel, publisher and powerpoint • Good standard of education 	<ul style="list-style-type: none"> • Able to use SIMS software system

Working Hours:

This is a permanent post for 37 hours a week –

Monday	8.30am – 4.30pm
Tuesday	8.30am – 4.30pm
Wednesday	8.30am – 4.00pm
Thursday	8.30am – 4.30pm
Friday	8.30am – 4.30pm
<i>30 minutes unpaid lunch per day</i>	

The contract is 40 weeks – 38 weeks plus two weeks during school closures.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Line Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Signed Postholder

Signed Line Manager

Date