



JOB DESCRIPTION

Job Title: Administration Assistant

Grade: GR2

1.0 JOB PURPOSE:

- 1.1 To act as Receptionist in the school, by providing support for a range of office functions
- 1.2 To provide administration support as required within the school

2.0 DUTIES AND RESPONSIBILITIES:

- 2.1 Providing reception and switchboard support to the school
- 2.2 Providing clerical support to the school's administrative function
- 2.3 Receiving, signing in and dealing with or directing pupils, parents and other school visitors as appropriate
- 2.4 Taking telephone calls and delivering messages as appropriate
- 2.5 Ensuring that attendance registers are collated each morning and afternoon, for use by teaching staff
- 2.6 Receiving and sorting incoming mail for delivery to appropriate staff
- 2.7 Recording, stamping/franking and posting outgoing mail
- 2.8 Occasional routine word processing, as and when required
- 2.9 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.10 To ensure all tasks are carried out with due regard to Health and Safety
- 2.11 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.12 To adhere to the ethos of the school
 - 2.12.1 To promote the agreed vision and aims of the school
 - 2.12.2 To set an example of personal integrity and professionalism
 - 2.12.3 Attendance at appropriate staff meetings and parents evenings
- 2.13 Any other duties as commensurate within the grade in order to ensure the smooth running of the school including administration assistance as required within the admin team

**OBSERVANCE OF THE CITY COUNCIL'S
EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

3.0 **SUPERVISION RECEIVED:**

4.1 **Supervising Officer's Job Title:** [TO BE INSERTED]

4.2 **LEVEL OF SUPERVISION**

1. ~~Regularly supervised with work checked by supervisor~~
2. Left to work within established guidelines subject to scrutiny by supervisor
3. ~~Plan own work to ensure the meeting of defined objectives~~

4.0 **SUPERVISION GIVEN:** (excludes those who are **indirectly** supervised ie through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

- Use 1, 2 or 3 as in 3.2

