**Founded 1612**

 **BATLEY GRAMMAR SCHOOL**

 A co-educational Free School for pupils 4-16

 **Believe – Grow – Succeed**

 **Job Description**

**Post:** Administration Assistant

**Reporting to:** Operations Manager

**School type:** Batley Grammar School is a state funded Independent Free School and, as such, has its own terms and conditions for staff.

**Hours of work**: 37 hours per week term time only.

**Role:** To provide a courteous and efficient reception and administrative service for the School, promoting an efficient and professional image.

The Administrative Assistant is responsible to the Operations Manager and through them to the Headteacher, for all matters relating to administration and reception at Batley Grammar School.

This job description should be read in conjunction with the Performance Management checklist of competencies for this post, the staff handbook and the employee handbook.

**Key Duties and Responsibilities**

**Reception Duties**

* To receive visitors to the school and handle their queries; ensuring the visitors’ book is maintained at all times and issuing visitors with badges as appropriate;
* Oversee signing in/out of visitors and, in collaboration with other admin staff, ensure that the visitor records are maintained at all times and visitors are issued with visitor badges;
* As the first line response for enquiries, either deal appropriately with such enquiries or redirect them as necessary;
* To keep reception area orderly, tidy and safe.

**Telephone**

* To operate the switchboard, dealing with incoming and outgoing calls and queries arising in a professional, prompt, efficient and courteous manner: taking messages for staff as necessary;
* Take messages for staff and students as necessary and deliver messages using the most appropriate method (on completed message pad) to staff pigeonholes prior to break time and lunchtime only – except in emergencies when a more urgent response is required;
* Be aware of when a call needs to be escalated for immediate response and take appropriate steps.

**Pupil Record Maintenance**

* Ensure up to date pupil records are held on SIMS updating with amendments as necessary;
* Issue data collection sheets annually in September, chasing up returns promptly to ensure a 100% return and updating pupil records accordingly.

**Staff typing/word processing**

* To undertake general word processing duties as required for staff e.g. worksheets, educational visit letters etc… ensuring letters are ‘house style’ in presentation;
* To undertake administrative duties including filing, faxing, photocopying and distribution of documents as required.

**Events**

* Provide all administrative support for whole school events:
1. Celebration events - processing programme, ordering book tokens, sending out letters to guests, parents and pupils, typing out all book plates;
2. Assisting with the Primary Phase Prize Giving;
3. Open Day – Process programme and liaise with Reprographics Technician regarding photocopying;
4. Performing Arts events etc. – produce programmes and tickets;
5. Arrange for collection and monies from pupils for non-uniform days and charity events;
6. Parents’ evenings, as appropriate.

**First Aid**

* Attend First Aid courses on 3 yearly basis or as required;
* Attend to pupils requiring First Aid treatment and contact parents with details of any necessary requirements;
* Complete First Aid book (in Medical Room) of any actions taken together with all relevant details.

**Other Duties**

* Daily use of SIMS database;
* Regular monitoring of the info mailbox and action e-mails as required;
* Assist with photocopying, binding and laminating as and when required;
* Fire Drill – assist other administrative assistants with the collection of secondary phase registration lists, the daily list of absent pupils, pupil signing in/out sheets and visitor registration sheets and proceed to assembly point. Issue form tutors with registration lists and report to Deputy Head;
* Use text/e-mail messaging service as required to communicate with parents;
* To oversee the Lost Property, issuing noticed to staff and pupils as appropriate;
* To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Operations Manager from time to time, in consultation with the post holder.

**Generic Duties and Responsibilities for all Batley Grammar School Staff**

**Data Protection**

* Being aware of the school’s responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data held and ensure that all administrative and financial processes comply with this by maintaining records in accordance with the Act’s guidance.

**Child Protection**

* Work in accordance with the school policies and guidance on Child Protection, undertaking Child Protection training as required on a regular basis and reporting any concerns to the Designated Person.

**Confidentiality**

* Treating all information acquired through your employment, both formally and informally, in strict confidence.

**Equal Opportunities**

* Understanding, complying and enforcing equal opportunity within the work place. Undertaking any appropriate training and challenging racism, prejudice and discrimination or any unacceptable behaviour.

**Health and Safety**

* Being responsible for your own Health & Safety, as well as that of colleagues, students, parents and visitors. Employees should follow the School’s Health & Safety Policy and Procedures, co-operate with management, follow established schemes of work, use personal protective equipment where necessary, attend Health and Safety training, as required, and report defects and hazards to management.

**Professional Standards**

* Maintaining appearance and dress appropriate to the job for which staff have been employed.
* All staff should arrive on time to commence their duties as described by their contracts;
* All staff are expected to attend on the days covered by their specific contract;
* All staff are reminded that in their behaviour and conduct they are required to be positive role models for young, developing and impressionable minds;
* All staff are expected to treat each other, parents, students and member of the public with respect;
* Promote the school in the wider community.

**Contributing as an effective and collaborative member of the School team**

* Participating in training, as appropriate, to be able to demonstrate competence;
* Participating in First Aid training if required;
* Participating, as appropriate, in the ongoing development, implementation and monitoring of the School and departmental development plans;
* Upholding the professional integrity of the School;
* Use the Performance Management process to enhance your own practice in line with the school’s aspirations and priorities;
* Supporting Teaching and Learning focus and the electronic management of processes, as appropriate;
* Actively sharing feedback on School policies and interventions, as appropriate;
* Undertaking any other reasonable request, within the capabilities of the post holder, as requested by the Headteacher.