



Job Description

Job Title	School Admin Assistant	Grade	LBR 4 point 7 - £21,246 pro rata
Reports to	Office Manager		
Purpose of job			
<p>Projecting a positive image of the school in dealing with the public, parents and staff.</p> <p>Providing professional and efficient admin support in accordance with agreed policies and procedure, ensuring compliance with all relevant legislation; maintaining confidentiality and high professional standards at all times.</p> <p>General administrative duties in the school office.</p>			
Main duties and responsibilities			
<ul style="list-style-type: none"> ● To respond to all external telephone calls ● To cover reception and deal with window enquiries from staff, students and visitors ● To send communication via MyEd ● To use SIMs in relation to your duties ● To respond to staff enquiries via email e.g. responding to 'absent from lessons' emails ● To update the electronic registration system – completing registers as required and updating signing in and out books ● To be the first point of contact for ParentPay (school meals) ● To organise the staff car parking facilities ● To be the admin link for Duke of Edinburgh ● To be the admin link for Year Leaders ● To process student references ● To carry out general clerical support and assistance for staff ● To complete filing as required ● To make appointments with parents for staff as required ● To fill and sign the school section of forms for students ● To log and return to parents confiscated mobile phones ● To carry out any other clerical duties as defined by the Office Manager ● To cover at the primary school office if required <p>The Office Manager shall delegate duties to the administrative team as seen fit for purpose and shall be responsible for introducing working practices and implementing training on new procedures to ensure a safe and harmonious working administrative environment.</p>			
General			
<ul style="list-style-type: none"> ● Attend and participate in relevant meetings, training, learning activities and performance development as required ● Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person ● To demonstrate an understanding of and commitment to equal opportunities and diversity and to the standards of customer care. 			

- To support the policies and aims of Seven Kings School.
- To behave at all times in a manner that promotes the best interests of the school and treats others with respect
- Be responsible for own health and safety as well as that of colleagues, students and the public
- To carry out any other duties as directed by Director of Business and Finance in keeping with the nature and grade of the post

Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract of employment