

Role	Administrative Assistant
Job Purpose	To provide the School Office with a professional administrative support service.
Accountable to:	The Director of Communications
Responsible for:	No staff
Accountabilities	<p>1. Communications and administrative services</p> <ul style="list-style-type: none"> a) Greet all visitors on arrival to ensure that they are made to feel welcome, and that their requirements are met, or enquiries responded to as quickly as possible. b) Ensure that all visitors (going beyond Reception or around the school estate) sign in and out, are provided with the appropriate escorted / unescorted security pass and provided with the school's safeguarding information. c) Operate the main switchboard and clear all incoming telephone calls as rapidly as possible, advising the caller of any delay, non-availability, or taking a brief message to be passed on as soon as possible. d) Monitor the answerphone and general enquiry e-mails and deal with enquiries or refer messages promptly to an appropriate member of staff. e) Deal with day-to-day queries from staff, students and parents, referring them promptly to an appropriate member of staff as relevant. f) Receive all incoming deliveries, checking and signing all delivery notes and informing the relevant person/department, in order to keep the reception area clear. Distribute mail in a timely manner. g) Prepare all outgoing post daily, franking it with the correct postage and adding Special Delivery as appropriate. Keep records of outgoing post in the Post Book. Ensure the Franking Machine is kept in good working order and has sufficient credit. h) Check the white post box and the pupil mailbox daily during term time. i) Use the school communication system to send correspondence to parents electronically, including checking and amending letters from teachers, keeping contact details updated, and seeking approval from the Head where not already done.

- j) Facilitate the production of trip packs on EVOLVE. Issue the school's trip first aid kits (and trip phone for overnight visits), logging when they are taken and ensuring they are returned.
- k) Maintain pupil achievement records as required by the Deputy Head, ensuring that information is up to date, readily accessible, and managed in accordance with GDST and data protection requirements.
- l) As part of the administrative team, contribute to the smooth running of the school office, including providing cover for colleagues as required, and provide general administrative assistance to school staff, including photocopying and scanning.
- m) As part of a team, manage pupil attendance by recording registration marks and ensure that absences are recorded and appropriately followed up. Determine the whereabouts of any pupil who is unaccounted for, either by locating them in school or contacting their parents as appropriate, referring any problems to the appropriate member of SLT. After the completion of the registers, produce two absence lists daily for fire purposes.
- n) Manage the day-to-day assignment of school visitor space car parking allocations, including reserving spaces for visitors.
- o) Check the stationery stock levels once a month, adjusting the stock count of all items on the master spreadsheet and notifying the Finance officer when stock is low. Ensure the stationery cupboard is kept tidy.

2. Pastoral care

- a) Provide a sympathetic point of contact for students or parents in distress, summoning assistance and making appropriate records in CPOMS.
- b) Sign out the spare and master locker keys for students on request and inform the receptionist when a replacement charge is needed as appropriate.
- c) Log parent reports of pupils' absences in office diary and make a note in CPOMS.
- d) Be a member of the school's First Aid team.

3. Whole school support

- a) Assist at events when required, such as Sports Days, Open Days, Prize Giving, and reunions to ensure that they run smoothly and efficiently.

	<p>b) On a termly basis, remind school community to collect items of lost property from school office prior to donating items to charity after a suitable time period.</p> <p>c) Lettings. Assist the Receptionist / Administrator with the school's external lettings process, ensuring correct procedures are followed and paperwork obtained from hirers.</p> <p>4. Marketing and external links, including public occasions</p> <p>a) Contribute to the positive promotion and marketing of the school and the GDST in the local and wider community.</p> <p>b) Assist marketing and admissions staff with administrative tasks as needed.</p> <p>5. Training & development of self and others</p> <p>a) Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.</p> <p>6. Supporting the work of the GDST</p> <p>a) Develop strong, positive relationships with GDST colleagues, contribute to collaborative work across GDST Schools and support other staff in participating in GDST work, in order to develop and share best practice.</p>
<p>General requirements</p>	<p>All school staff are expected to:</p> <ol style="list-style-type: none"> a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan. b. Contribute to the school's programme of extra-curricular activities. c. Support and contribute to the school's responsibility for safeguarding students. d. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors. e. Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective. f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. g. Engage actively in the performance review process. h. Adhere to policies as set out in the GDST Council Regulations, Notes of Guidance and GDST circulars. i. Undertake other reasonable duties related to the job purpose required from time to time.
<p>Safer recruitment requirements</p>	<p>This role will involve daily contact with children. The Administrative Assistant will therefore be engaging in regulated activity and an</p>

	Enhanced DBS with Barred List checks will be required. All school staff have a responsibility to work in accordance with statutory requirements and GDST Safeguarding and Child Protection policy and procedures.
Review and Amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review.
