



An All-through Co-operative School

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	<b>Administrative Assistant</b>
<b>GRADE:</b>	<b>Scale 4, Spinal point 18 - 21</b>
<b>RESPONSIBLE TO:</b>	<b>Administration Strategic Lead</b>
<b>HOURS OF WORK:</b>	<b>36 hours per week, term time plus 5 inset days</b>

### **Main purpose of the job**

- To provide comprehensive administrative support within the school as directed
- Under the guidance of the administrative strategic lead, be responsible for undertaking administrative, financial and organisational processes within the school as designated
- To provide excellent customer service for a large volume of: school visitors, community visitors, clients, contractors, phone callers and email and internet/website enquiries.
- To be responsible for updating the school website, under the direction of the Senior Leadership team

**This post will provide generic administrative support across the school and postholders will provide support as directed. Areas of work may be changed, subject to the needs of the school.**

### **Supervisory responsibility for staff**

None, except to assist in work familiarisation of new members of staff or volunteers.

## **Main responsibilities and tasks**

### **Organisation**

1. To provide administrative and organisational support to curriculum and pastoral areas across the school as directed.
2. To provide clerical support as directed, including photocopying, filing, emails as directed.
3. To keep up to date with changing school information and maintaining key information for reference as necessary.
4. To use existing and develop effective ICT skills in order to provide a high level of administrative support.

5. Use ICT software, such as Word, Excel and Powerpoint to produce documents and reports as required.
6. Ensure effective use of schools ICT systems, e.g. SIMS, to support the work undertaken within the role
7. To use the school's management information system to analyse and evaluate simple data/information and produce/provide reports as required and as an information source
8. To carry out minute taking of meetings if required.
9. To respond, with guidance if required, to enquiries from pupils, parents and other internal/external agencies.

### **Curriculum Support**

10. To provide administrative support to curriculum departments as directed
11. To liaise with parents and carers as directed by curriculum leads
12. To suggest improvements of operational procedures as necessary.
13. To undertake any other administrative tasks that supports Heads of Department/Service areas.

### **General**

14. To provide general admin support such as sorting and organising stock, arranging photocopying, ordering, assisting with displays, both creating and maintaining and ensuring that the departmental base is kept safe and tidy.
15. To be aware of and comply with policies and procedures of the school including those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person and must comply with all General Data Protection Regulations (GDPR).
16. To contribute to the review of the school policies as appropriate.
17. To attend relevant meetings and participate in training opportunities and performance development as required for the effective delivery of the role
18. To undertake any other reasonable duties as directed by the Head teacher.
19. To undertake, within reasonable parameters, other duties and responsibilities as required from time to time commensurate with the grade and seniority of the post.
20. To undertake a commitment to continuing opportunities for further professional development.
21. To carry out duties in accordance with the Health and Safety at Work Act, adopting safer working practices, in accordance with the safety policy.

N.B. Succession planning is implemented within the school and therefore support posts may vary or rotate periodically and temporary redeployment to another post may be necessary, for example during restructuring or whilst vacancies are being filled.

### **Responsibility for resources**

To be responsible for the proper use and safekeeping of equipment, keys, passes, post, and other school property related to the role.

## **Rotation of Roles**

Roles and responsibilities within the Schools Support Services team are rotated at appropriate intervals to ensure a range of administrative experience and appropriate CPD.

Following appointment some minor negotiation of roles and responsibilities may be possible in order to take account of particular strengths and experience. Any changes to the job description following these discussions will be at the Head's discretion.

## **General**

Undertake these duties within agreed departmental service/school objectives, policies and procedures and promote the School's Equal Opportunities Policy.

Whilst the contractual hours of work will be captured within the contract of employment, the school expects all non-teaching employees to be flexible in terms of hours to accommodate delivery of excellent services and manage peak workloads.

Following appointment some minor negotiation of roles and responsibilities may be possible in order to take account of particular strengths and experience. Any changes to the job description following these discussions will be at the Head's discretion.

## **Conditions of employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body. The post holder shall be subject to all relevant statutory and institutional requirements and must comply with all General Data Protection Regulations (GDPR).

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

*This job description is not necessarily a comprehensive definition of the post. It will be reviewed as and when required and it may be subject to modification at any time after consultation with the appropriate parties.*

## **School Standards**

### **Equal Opportunities**

The school has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work. Preston Manor is an Equal Opportunities employer. We welcome applications from all sections of the community, irrespective of religion, race, age, colour, gender, sexuality or disability.

### **Health and Safety**

The school is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

### **Confidentiality, Data Protection**

The school is committed to maintaining privacy of all its staff, students and stakeholders. It expects all staff to handle all individuals' personal information and confidential school information in a

sensitive and professional manner, including at the point of disposal of data and data storage devices. This post deals with highly confidential and sensitive data and there are particularly rigorous expectations about confidentiality and data protection.

All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

All staff must comply with policies regulating the proper use of computers, email and the internet.

### **Safeguarding / Child Protection**

The school is committed to maintaining appropriate professional standards at work and safeguarding children. The school's Safeguarding Lead person is **Caren Urbani**. All staff are to familiarise themselves with and adhere to the 'Code of Professional Conduct' and all safeguarding and child protection guidance, policies & procedures.

The post holder is responsible for formally notifying the Headteacher directly of any changes to status and must, for safeguarding reasons and at the earliest possible time, disclose all new information about cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBS Enhanced disclosure.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

Any other duties appropriate to the role, as directed by the Head or a delegated representative of the Strategic Leadership Team.