

JOB DESCRIPTION

Administration Assistant

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| Department | Central Administration |
| Post | Administration Assistant |
| Hours | 20 hours a week, term time only Current times are: Monday 12:30 to 4:30, Tuesday - Friday 9:15 to 1:15 but these hours may be changed with the appropriate consultation. |
| Grade | NJC Grade 3 (Points 11-13) |
| Qualifications/Experience | See person specification |
| Responsible to | Administration Manager (for general tasks) |
| Grievance Officer | Business Manager |

Principal responsibilities

- To provide a full and efficient administrative service for the school using a range of ICT systems
- To work flexibly with the Finance Department on finance-related areas
- To undertake any other duties appropriate to the grade and character of work as may reasonably be required

Duties overview

The post holder will be responsible for a 'Key Task' but needs to be prepared to work flexibly across the whole range of administrative tasks as required.

Key tasks will regularly be reviewed in order to ensure

- A best fit between evolving skill sets and tasks
- Flexibility and the ability to manage effectively all tasks at all times
- Equitable distribution of workload

Key tasks

Currently allocated from the following tasks:

- Administration and managing of resources for personal development
- Assistance with the administration of educational visits/trips
- Answering telephone calls

General Central Administration tasks may include

- Provision of a full administrative service for the school, including maintaining administrative information, reference, retrieval and support systems
- Resource preparation and management - including reprographics and display
- Covering main reception when required
- Administration related to all internal and external school communication - including letters, emails (School Comms), E-weald, student bulletin, pupil reports and others
- Provision of first aid duties when required (training will be provided)
- To assist with break and lunchtime supervision (sickness cover) on an occasional basis as required
- Carry out any other duties appropriate to the level of the post as required

Specific requirements for the role

- Any additional hours worked will attract either overtime payment or time off in lieu

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to pre-employment checks including an enhanced Disclosure and Barring Service (DBS) check.