



SIGMA TRUST

ST HELENA SCHOOL

JOB DESCRIPTION

Title of Post:	Administrative Assistant
Band:	Scale 3 Points 4-5
	Office Manager
Responsible to:	To provide general and specialist administrative support for Departments throughout the school.
Purpose of Job:	

Main Duties and Responsibilities: support

- Answering the telephone being the first line response for whole school general enquiries, such as parent enquiries.
- To provide administrative support for whole of the school by producing letters, merging letters, proofreading, group call informatives and distribution of letters.
- To respond to student enquiries through the student reception and arrange for student messages to be delivered.
- To undertake organisation and administration for school trips, liaising with the finance department and respective teaching staff.
- To design and create certificates, posters, leaflets, booklets and other documents as required by Departments, liaising with the Reprographics Technician or external printers as appropriate to generate copying of such items.
- To input and update Departmental or school data as requested on an adhoc basis.
- To meet the administrative department's deadlines and priorities and advising the Office Manager when this is not possible.
- To assist in school events such as Open Evenings, Parent Evenings, Prom, Sports Presentation.
- To assist with Refreshments when required
- To maintain stock control and order supplies.
- To undertake general administrative duties as required by the Office Manager.
- To liaise with staff, outside agencies, parents and other schools as appropriate.
- To adhere to department processes and protocols.
- To be proficient - or undertake training - in school systems - Arbor, GroupCall, Go4Schools and other systems as required.
- To update the School's website with letters and similar documents.
- To arrange transport for students e.g ad hoc taxis as required
- To maintain a central record of the use of the school mini bus by staff.
- To manage uniform spares and organise students' leaver hoodies for end of year.
- To occasionally, as directed by the Office Manager, cover for Receptionist or Reprographics Technician.
- To be Fire Marshall trained and support the Health and Safety Officer with the safe evacuation of staff in the immediate area in the event of a fire alarm.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy and the School's Code of Conduct
- To support the learning culture and ethos of the school

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The above duties are neither exclusive nor exhaustive and the post holder may be required by the Line Manager to carry out appropriate duties within the context of the job, skills and grade .

Working Pattern for the post:

8.00am - 4.00pm Monday - Thursday (30 minute lunch) 8.00am - 3.30pm Friday (30 minute lunch)

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records, online checks and other vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

The Sigma Trust is proud to be an equal opportunity workplace. We are committed to equal employment opportunities regardless of any protected characteristics. This is embedded in our vision 'To Be Greater Than The Sum Of Its Parts', where we believe we are strong and more successful working together, creating a workplace which celebrates diversity.

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