



Sir John Cass's Foundation and Red Coat CofE Secondary School & Sixth Form

We will achieve excellence and inspire generations the Cass Way

Headteacher: Mr P. Woods

Admin Assistant Job Description

Role title	Admin Assistant
Purpose of role	To provide general administrative support under the direction of senior staff
Working hours	35 hours per week (term-time only position plus 2 weeks)
Line Manager	TBC
Grade of Post	Scale 4

Key Duties:

1. Provide administrative support to the secondary school and sixth form office and staff.
2. Provide efficient and flexible administrative support for the School's attendance system.
3. Provide general clerical support including clerical processes, word processing and other ICT based tasks and operation of office equipment.
4. Maintain records in line with agreed procedures including the record of accidents.
5. Undertake Reception duties when required.
6. Act as first point of contact in response to telephone and face-to-face enquiries and deal with enquiries in line with school policies when required.
7. Open, sort and distribute incoming mail and post outgoing mail.
8. Provide administrative support for meetings including taking notes.
9. Implement and administer school admissions policies and procedures including admissions appeals, waiting lists and Supplementary Application Forms
10. To act as a First Aider (training provided).

All support staff are expected to:

- Support the school values and ethos
- Follow school policies, practices and procedures
- Participate in the annual appraisal system
- Support equal opportunities measures and promote anti-discriminatory practice
- Support safeguarding and child protection measures and promote the welfare of students
- Undertake any other reasonable duties commensurate with the role and grade as determined by the Headteacher or line manager.

Sometimes support staff may be required to work beyond the usual hours e.g. to support at parents' evenings or other school events. Time Off In Lieu is available in such circumstances.

This job description is not prescriptive. If the needs of the school change, the job description may be revised or amended at any time following appropriate consultation with the post holder.

Name of employee:	Signature:	Date:
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Name of line-manager:	Signature:	Date:
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