**JOB DESCRIPTION**

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| **Post Title:** | **Administrative Assistant** | | |
| **Department:** | Education | **Grade:** | Bexley |
| **Responsible to:** | Executive Assistant to CEO | | |
| **Responsible for:** | General Admin duties | | |
| **Functional links with:** | Parents, Governors, Staff, Outside Agencies | | |
| Main purpose of the job:  * Provide administrative support to the main office including Admissions and Examinations. * Deal with queries via telephone and written correspondence from parents, pupils and staff, as well as creating and maintaining improved systems. * Be proficient in using all Microsoft Office applications, advanced Word and Excel * Have experience of undertaking a range of clerical duties. * Must be organised, a good team player and have the ability to use your own initiative. * Work within strict data protection and confidentiality guidelines in line with school policy and procedures | | | |

This appointment is subject to the current conditions of employment of support staff contained in the School Support Staff Pay and Conditions Document, the Education Act 1997, other current educational legislation and the school’s articles of government.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*.*

This job description is not necessarily a comprehensive definition of the post. It will be reviewed reguarly and it may be subject to modification at any time after consultation with the post holder.

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PRINT NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Duties and Responsibilities:**

General Admin

* Support the general administrative work of the School
* Prepare clear oral and written information and guidance for relevant audiences, including records of meetings in line with the house style and the policies of the School
* Liaise with members of staff as required to assist in organising meetings and events
* Cover reception duties receiving and welcoming visitors to the school and ensuring that signing-in and out procedures are followed
* Ensure effective liaison with colleagues, parents, students, other members of the community and external agencies
* Produce, proof read and format teaching staff’s own typed letters i.e. Departmental letters, school trip letters and Assistant Learning Manager letters (on behalf of Learning Managers)
* Work in line with the school data protection policy and guidelines

Admissions Duties

* Maintain and input student data into SIMS, prepare new student files and ensure changes to student information is recorded accurately and appropriate staff are kept informed.
* Assist the Admissions & Outreach Coordinator with the preparation of information packs for new intake, collating the data and ensure parents receive the correct information and that all paperwork is completed and returned to the school. Chase any non – returned forms
* Assist the Admissions & Outreach Coordinator with ‘in year’ testing and testing at Year 6 for intake into Year 7
* Assist the Admissions & Outreach Coordinator with the preparation of auditions, and subject testing for new comers to Year 12
* Assist with the application process for Sixth Form admission using Excel and Mail Merge

Examinations Duties

* Assist the Examinations Officer in the administration of external and internal school examinations
* Aid the Examinations Officer in the preparation of examination timetables, booking ofrooms, and seating plans
* Communicate effectively with all staff and students regarding arrangements for examinations
* Maintain confidentiality in all matters associated with examinations

The post-holder will be expected to comply with any reasonable request from the Senior Leadership Team and to undertake work of a similar level that is not specified in the job description.

**Continuing Professional Development**

* In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school efficiency, which may lead to improvements in the day to day running of the school
* Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available

This job description is intended to provide guidance on the range of duties associated with the post. It will also be necessary for the post holder to undertake additional duties as required by the Headteacher.