



CARLTON LE WILLOWS ACADEMY

JOB DESCRIPTION

DEPARTMENTAL ADMINISTRATIVE ASSISTANT

Responsible to:	Information Systems Leader
Responsible for:	The provision of a full learning experience and support for students
Working Time	Full time (37 hours per week, term time only)

PURPOSE

To provide administrative support to departments, and to provide the first five days of cover supervision.

MAIN DUTIES

The following points represent some of the key tasks the post holder will carry out. It is not intended as an exhaustive list as there will be others which become apparent and lead on from the areas indicated below.

1. To provide administrative assistance to a department by undertaking the following duties:
 - * All filing
 - * Stock control
 - * Mounting and maintaining classroom displays
 - * Classroom support eg provision of teaching equipment and materials to the appropriate classrooms
 - * Photocopying and production of teaching materials under the direction of the teaching staff
 - * Maintaining departmental databases
 - * Maintenance of the faculty areas including litter removal.
2. To undertake cover supervision for the first five days of staff absence including:
 - * Supervising work that has been set in accordance with school policy
 - * Managing the behaviour of students whilst they are undertaking this work, to ensure a constructive environment
 - * Responding to any questions from students about process and procedures
 - * Dealing with any immediate problems or emergencies according to the school's policies and procedures
 - * Collecting any completed work after the lesson and returning it to the appropriate teacher

* Reporting back as appropriate using the school's agreed referral procedures on the behavior of students during the class and any issues arising.

3. To assist staff in whole school supervisory duties.
4. Managing and organising department related activities outside of school hours, including collection of money.

School support:

- 1 Contributing to the overall ethos/work/aims of the Academy.
- 2 Being aware of and complying with policies and procedures of the school, particularly relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- 3 Being aware of and supporting difference, ensuring all students have equal access and opportunities to learn and develop.
- 4 Participating in the appraisal process, attending training and other learning/development activities as required.
- 5 Playing a full part in school life by contributing to students' wider development through, for example clubs, extracurricular activities and events.
- 6 Accompanying teaching staff and students on visits, trips and extra-curricular activities as required.
- 7 Invigilating examinations as and when required.
- 8 Undertaking the role of amanuensis for students in an examination context as required.
- 9 Working with a form tutor to help promote the general progress and well-being of individual students and of a form group as a whole, as required.
- 10 To undertake any such duties as may be required by the headteacher.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge that I have seen and received a copy of the Job Description.

Signed: (Employee) Date: