

## STEYNING GRAMMAR SCHOOL

### Job Description

**Title:** School Administration Assistant  
**Site:** Shooting Field, Steyning Grammar School  
**Responsible to:** Administration coordinator  
**Grade:** 2

#### **Purpose of the Job:**

To be part of a team, providing a high quality administrative support in order to meet the needs of students, staff and parents.

#### **Responsibilities:**

1. To provide high quality administrative support to Heads of Years, curriculum faculties and other staff on a daily basis, through provision of word processing using Microsoft Office, Google Drive or SIMs reports in order to produce standard letters, spreadsheets, newsletters, information for staff and students etc.
2. To organise and be involved, where necessary, in Key Stage 4 events such as Parents Evenings, Option Evenings, Induction Days etc
3. To assist with the administrative tasks linked to school trips.
4. To utilise SIMs database, where appropriate, to input data in relation to Assessments.
5. To assist with transition liaising across the Key Stages, welcoming new students into the school, uploading student photos to SIMs in a timely manner, issuing locker keys and timetables.
6. To deal with queries from parents / visitors over the phone, email or in person responding to their requests, queries or concerns ensuring all urgent situations are dealt with promptly.
7. On a rotational basis cover reception, answering telephone and overseeing SGS email.
8. Welcoming all visitors, issuing visitor passes and managing the security Photo ID system.
9. Deal with deliveries.
10. Be responsible for all outgoing post.
11. Maintain the diary for the interview room.
12. To be available for student queries and issues during the school day.
13. To facilitate meetings with outside agencies, parents and students as Heads of Year / teachers request.
14. Maintaining and filing of paper and electronic files.
15. On a rotational basis, cover print room, dealing with all print requests from staff, producing printed / laminated sheets, booklets and exam papers etc.
16. Handling of confidential correspondence with discretion.
17. To liaise, with tact and diplomacy with all school staff, students and others outside the school, particularly parents / carers and representatives of the LA and the local community generally.
18. To act as a first aider as required (training can be provided)
19. To assist other administrative areas within the school where school priorities dictate.
20. To be responsible for promoting your own professional development through training.
21. To carry out any other reasonable task at the request of Headteacher / Deputy Head / Head of Years and Administration Manager.

*This job description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals of about one year and may be subject to modification or amendment at any time after consultation with the holder of the post.*

All post holders share responsibility for safeguarding and promoting the welfare of children.

Mrs Natasha Nicol  
Associate Headteacher  
November 2021

Person Specification: **General School Administrator**

(E = Essential D = Desirable)

Qualifications:	
Qualified to NVQ 2 or equivalent	E
Qualified First Aider at Work or willing to undertake training	E
Knowledge:	
Fully competent in the use of IT	E
Skills:	
Outgoing personality	E
Good written and spoken communication skills	E
Good organisation skills	E
Good interpersonal skills	E
Ability to stay calm under pressure, to be discreet and tactful and to extend a professional approach/ appearance	E
Be self-motivated, able to work unsupervised using ones own initiative	E
Experience:	
Experience of working under pressure in a busy environment	E
Experience of dealing with young people in work or home situation	E
Experience of working in a school or similar establishment	D
Values:	
Take an interest in the school, curriculum, students and staff	E
To behave professionally, show discretion and respect confidentiality	E
Flexible	E
Safeguarding:	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E
<b>All postholders' share responsibility for safeguarding and promoting the welfare of children</b>	

Please note:

In addition to a candidates' ability to perform the duties of the above post, the interview (if you are successfully shortlisted) will also explore issues relating to safeguarding and promoting the welfare of children.