**Whickham School and Sports College**



**JOB DESCRIPTION**

**Role: Administration Assistant**

**Grade D: £18,795 - £19,171 per annum pro rata. Term time plus 5 days.**

**Hours: 1pm – 5pm 20 hours per week) with flexibility to work until 6pm which will be paid as additional hours)**

(You will be required to work from 1-5pm but you must be flexible to work until 6pm as and when needed. This will be on specified dates which are in the school calendar (e.g. parents’ evenings) and some other dates on an ad hoc basis. We will also from time to time, ask for some flexibility with your hours for example during exam times. Again, this would be paid as additional hours.

To perform reception, administrative and finance duties under the guidance of the Office Manager.

**MAIN DUTIES**

* To staff reception, ensuring all visitors are appropriately identified and signed in as per the school safeguarding procedures.
* Maintaining the meeting room booking system.
* To update pupil attendance records as required
* To assist with examinations related duties during peak exam times
* Database administration
* Taking confiscated phones & jewellery, recording and returning at end of day
* Issuing bus money to students and sending messages home
* Checking daily deliveries and addressing them for caretakers to deliver to relevant departments
* Arranging returns
* Contacting suppliers about pricing queries/best value
* Taking cash payments and recording information in the correct system
* Printing applications and references from TES
* Sending/chasing references
* Completing letters and forms for contract changes
* Administration of the autoclock system under the guidance of the HR & Administration Manager
* Assistance with operational HR processes such as communication with Gateshead payroll

**OTHER DUTIES**

* To assist with exams as and when required
* To assist with database maintenance as and when required
* To be able to cover other duties due to absence as and when required
* To assist the Office Manager with any other tasks in order to provide effective administrative support to the school

**STAFF DEVELOPMENT**

* To continue the process of professional development through general work within the school and undertaking relevant in-service training.
* To undertake training relevant to the role performed
* To undertake training so as to be able to substitute for colleagues as and when required

**GENERAL**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. To carry out any reasonable request made by the Headteacher or line manager.
3. No Job Description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.

Signed …………………………………………….. (Post holder)

Date………………………………………………………………….