

**ADMINISTRATIVE ASSISTANT
SCH529 GRADE D**

37 hours per week, 41 working weeks p.a. (Term time only; 1 week prior to the start of Term 1 and 1 week to be worked at the end of Term 6)

**Monday- Thursday 8.00 am to 4.00 pm; Friday 8.00am to 3.30pm; 30 min lunch
(Hours are not negotiable)**

CONTRACT: Permanent, part-time
Directly accountable to and supported by: The Office Manager

This is a flexible but demanding role required to assist across all areas of administration. The post holder will need to be able to adjust quickly to changing demands driven by the student population, local and national directives and internal requirements.

The main duty of the post-holder will be to provide a robust First Aid service to pupils and staff across all areas of the school.

First Aid

First responder to First Aid incidents in school (a 3 day First Aid course will be given)
Maintenance of all First Aid/medical supply boxes throughout the school; providing fully stocked First Aid boxes for off-site visits. Ensuring that the medical book is accurate and Pars notifications go on within the day. Overseeing the pupils sat in the medical room; ensuring tutors and The Attendance Officer are made aware of pupils in medical and pupils signed out. Administering medicines to pupils in line with school procedures; working with The Office Manager to ensure pupil's medication is stored securely, within expiry date and relevant, returning out of date or out of prescription medicines to parents.

Additional duties are as described below and are spread throughout the year:-

Tills

Supporting the cashless catering system at morning break and lunch time, assisting admin team members to capture biometric information for new starters in September.

New starters

Entering new starter information into Sims, both for the new-year intake (June – September) and throughout the year, making corrections to pupil information as directed by parent notifications. Requesting information from feeder schools for in-year new starters- as directed by The Attendance Officer.

Notice boards

Maintain notice boards across school- reviewing posters sent to Admin for printing (relevance, spell checking and quantity -reporting inappropriate content to The Office Manager), ensuring displayed posters are tidy and within date. Ensuring that after school events, including PE fixtures, are advertised and in date. Assisting the Head's PA to display posters on external notice boards; providing posters for Twitter/Website feeds.

Folders

Collating information for packs-

- Yr 6 Teacher visits to Primary Schools- April-June
- Yr 7 Parents' Induction evening; pack for new starters- early July (Transition Day)
- Yr 5 Taster Days- July

- Tours- on-going
- Open Mornings/Evenings - July and September

At all times- ensuring the information is up to date.

Photocopying items for the folders as required (in the absence of the Receptionist-Admin member of staff).

SEN Admin

Attending meetings as directed by the SENCO in order to minute the meeting. Typing letters for the SEN department as needed. Updating the SEN register and running reports on the information from SIMS. Filing SEN paperwork.

Reception

Assisting with the day-to-day front of house duties of a busy reception area, taking calls, showing visitors around, assisting the external confidential waste operator (Shred-It) to obtain the recycling from the consoles across school, setting tasks for the Junior Receptionist – at all times working as part of the admin team supporting reception.

Parents evenings

Sending out emails/communications re parents' evening, printing signing in sheets, ensuring the tutor desk labels are accurate and tidy; ensuring that water is available when parents evenings are in the summer; assisting the Pupil Engagement Manager/ Progress Leader in telephoning parents who did not attend parents evening. Helping parents to make parents evening bookings in Insight.

Meetings

Taking internal bookings for meetings- ensuring all tea/coffee supplies etc. are available, recharging costs to departments as needed/appropriate (e.g. practice interview day = careers budget)

Shadowing attendance officer- assisting with taking messages, updating register bags (Fridays- updating the paper registers alongside the JR), locating pupils (Thursdays), learning the admissions system, assisting with un-explained absence letters; fire alarm drills. All tasks being directed by The Attendance Officer

Lettings (from September 2018)

Artificial pitch- taking calls for bookings, diary keeping, pre paring paperwork for The School Business Manager/Governor approval.

Minibus

Back-up driver for the school's minibus (in the absence of regular drivers or the service being required at short notice)

General duties

Photocopying/typing letters as directed by the Office Manager; covering for other members of the team as required. Filing pupil records and letters.

SIMS – Schools Information Management System

SEN- Special Educational Needs

SENCO- Special Educational Needs Co-Ordinator

JR- Junior Receptionist