

Job Description

Administration Assistant



Job Category: Support Staff
Reports to: Line Manager/Headteacher
Line manages: N/A

Purpose of the Role

To assist the administration team in the provision of clerical and administrative duties.

Key Duties and Responsibilities

- To carry out telephone, reception and messenger duties.
- To provide administrative support, including filing, word processing, reprographics work and data input.
- Receive incoming goods and check against orders as required.
- To assist the arrangement of routine in school activities such as school photographs, induction evenings etc.
- To assist with the general administration of work experience, school trips etc.
- To assist in the compilation of such reports and records, and assessment of data as may be required by the school, Local School Board, Education Authority or DfE.
- To assist in the compilation, maintenance and analysis of registers.
- Safeguarding triage support & DSL
- To liaise with parents as directed regarding issues relating to individual pupils, including investigating absences and support with admin paperwork
- To input data onto computerised systems e.g. Bromcom/CPOMs (or other database software) as required.
- Exams officer administration
- First Aid admin
- Complete school census and School Workforce Census
- PA duties to SLT

General

- The postholder is expected to fully engage with the Trusts performance management process.
- To demonstrate the core values of the school and Trust at all times.
- To attend staff meetings and Trust-based INSET as required.
- The postholder is required to carry out the duties in accordance with our Health & Safety policies and procedures
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Signed: _____ Date: _____

CIT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to references and an enhanced DBS disclosure check. Applicants will also be subject to a Social Media presence check.