

Job Description

Administrative Assistant

8.00am to 4.00pm, 37 hours per week, Monday to Friday (3.30pm finish on Fridays)

Term-time only plus 15 days Insets / during school closure.

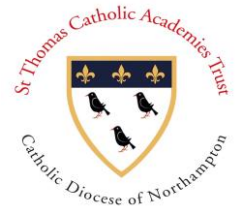
Reporting to : Office Manager

Administration

- Resolve student queries
 - Prepare and issue the weekly newsletter and bulletin to parents and staff
 - Coordinate and administer school trips and educational visits using the Evolve system, as directed by the Office Manager.
 - Assist in the preparation of weekly Head Teacher reports
 - Co-ordinate the weekly detentions
 - Keep ParentPay up to date.
 - Maintain computerised records within the school's Management Information System (SIMS), as directed by the Office Manager.
 - Ensure stocks of office and medical supplies are sufficient at all times, and place re-orders as necessary
 - Update school website
 - Provide support to other office, reception staff as required
 - Provide general administrative support to all other staff, at the direction of the Office Manager.
 - Participate in CPD activities.
 - Apply school policies and procedures consistently.
 - Form professional and collaborative working relationships with colleagues.
 - Set a good example to pupils, parents and other visitors to the school through presentation and personal and professional conduct.
-

Reprographics and Printing

- Operate and maintain all reprographics equipment including photocopiers, printers and finishing machines
- Process staff requests for photocopying, printing, binding, laminating and finishing within agreed deadlines
- Prioritise workload effectively, particularly during busy periods
- Ensure all work is produced to a high standard, checking for accuracy, quality and presentation
- Advise staff on the most efficient and cost-effective ways to produce materials
- Manage and monitor reprographics requests, including use of any online request systems



- Maintain stock levels of paper, toner and consumables, and place orders as required
 - Keep accurate records of usage and report any issues to the relevant manager
 - Ensure a well-organised, tidy and safe working environment at all times
 - Carry out basic maintenance of reprographics equipment
 - Report faults and liaise with external contractors for repairs and servicing
 - Support and guide staff in the use of photocopiers and printing systems across the school
-

Welfare

- Ensure that health and welfare services, including first aid, are provided to the school and its users, and operate with maximum efficiency and care.
 - Ensure that medical supplies are fully maintained and used effectively to support the provision of health services.
 - Deal with any medical medical-related requests from parents and students and ensure an appropriate response is given.
 - Participate in training to ensure you can deliver basic first aid in the school.
-

Reception (as and when required)

- Undertake reception duties as required.
 - Answer telephones, take messages and deal with queries.
 - Be the first point of contact for all visitors to the school, answering any face to face enquiries as necessary.
 - Ensure accurate record-keeping of all visitors to the school site, including DBS checks as necessary
 - Contact parents as required/requested by staff
 - Accept and check deliveries of goods
 - Sort and distribute incoming post/frank and mail outgoing post.
-
- Participate in CPD activities.
 - Apply school policies and procedures consistently.
 - Form professional and collaborative working relationships with colleagues.
 - Set a good example to pupils, parents and other visitors to the school through presentation and personal and professional conduct.



General

- Carry out any other duties commensurate with the job grade as requested by the Headteacher/Line Manager
- Actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.

- Maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.
- Fully comply with the Health and Safety at Work Act 1974 etc. the School's Health and Safety Policy and all locally agreed safe methods of work