

# 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 in the compilation, maintenance and analysis of registers.
- To liaise with parents as directed regarding issues relating to individual pupils, including investigating absences.
- To maintain such records as may be required, including admissions, leavers, staff and student records
- To input data onto computerised systems e.g. BromCom (or other database software) as required.
- To support the Senior Administrator when required

### **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.**