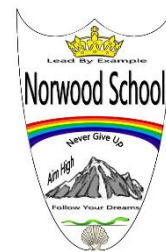


# Job Description



***Norwood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.***

<b>Post</b>	Administrative Assistant
<b>Grade</b>	Grade 4
<b>Responsible to:</b>	Headteacher

## Purpose Of the Job

To support the aims and ethos of the school by playing a positive role in the whole staff team for the benefit of the children and others working in the school and in partnership with parents. To respect the confidences of the school and comply with the Data Protection Act.

To observe and carry out at all times the School's Health & Safety Policy. To provide, if needed emergency care and administer first aid.

## Main Responsibilities

1. Provide timely and effective operation of administrative support service to the Headteacher and teaching staff in accordance with good practice
2. Assist the office team with general offices duties.
3. Management of reception - security of visitors ensuring that visitors have signed in via the electronic system and have received all of the information regarding safeguarding.
4. Ensure reception facilities are attractive and welcoming.
5. Liaise and provide assistance for staff, parents and pupils with any queries made at the reception point by resolving or redirecting queries and giving advice where appropriate.
6. Operate the telephone system and identify and deal with problems raised by callers on the telephone by liaising with other staff as necessary.
7. Operate systems for recording, storing, retrieving and analysing information on pupils and producing the required reports
8. Generate reports of a routine nature
9. Generate correspondence and reports of a routine nature.
10. Sort and distribute post. Operate outgoing postal system
11. Any other duty relevant to the post

## Variation Clause:

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder.

2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

**Flexibility Clause:**

1. Other duties and responsibilities express and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the School's other sections or departments.