



**Job description for Administrative Support Assistant
Grade 6**

Hours: 21 hours per week, Monday, Wednesday, and Friday. Working hours to be between 8am and 4pm each day with a one hour unpaid break. Term Time only plus 21 hours to be worked across Inset Days

JOB DESCRIPTION: Administrative Support Assistant
JOB PURPOSE: To support teaching and learning by providing high quality administrative support as part of the Admin Team
MAJOR AREAS OF RESPONSIBILITY:
<ul style="list-style-type: none"> A. Daily support to the Central Team. B. Data Support to the data manager C. Support to exams office D. Covering reception if required
KEY TASKS:
<ul style="list-style-type: none"> A1. Undertake typing and word processing and IT based tasks. A2. Provision of support to the central team for administration and organisation. A2. Act as support for first aid and medicals as directed by the first aid lead A3. Record students signing in and out of school A4. Operate relevant equipment/ICT packages (Bromcom, Microsoft Office suite of programmes) A6. Ensure events are booked into appropriate rooms using the on-line systems A7. Manage the outgoing post as required A8. Undertake research and obtain information to inform decisions. A9. Comply with school policies and procedures relating to safeguarding, health and safety and GDPR, and report all concerns to an appropriate person A10. Be aware of and support diversity and inclusion, ensuring equal opportunities A11. Contribute to the overall ethos/work/aims of the school A12. Establish constructive relationships and communicate with other professionals A13. Attend and participate in regular meetings A14. Participate in training and other learning activities and performance development as required A15. Recognise own strengths and areas of expertise and use these to advise and support others A16. Analyse and evaluate data/information and produce reports/information./data as required. A17. Monitor and manage stock, cataloguing resources and undertaking audits as required B1. Assist in the preparation of reports and letters to send home to parents B2. Enter data to key spreadsheets and software to support the data manager B3. Assist in the preparation of certificates and awards for recognition assemblies throughout the year B4. Assist exams team with printing reports and preparing certificates if required. B5. Support in the updating of class lists and timetables throughout the academic year. B6. Assist the exams team with examination entries and administration of internal exams. B7. Assist in the production of timetables for trainee teachers. B8. Support with the management of class lists for changes throughout the year, including technology rotations.

- B9. Assist with the addition of students to classes in readiness for the next academic year.
 B10. Support with the checking of reports, and chasing of any missing information.
- C1. Assist in the administration of public examinations
 C2. Support in managing access arrangements for students
 C3. Assist in the receipt, storage, and return of public examination papers and materials.
 C4. Support in monitoring invigilators
 C5. Adhere to Joint Council of Qualifications (JCQ) regulations
 C6. Arrive earlier and stay later on key days during the exam season to support the preparation and processing of exams where required.
- D1. Undertake reception duties, including the answering of routine telephone and face to face enquiries, alongside signing in visitors.
 D2. Liaise with senior members of staff on call to manage any arising issues whilst on reception.

OUTCOMES

The outcomes that are associated with this role are to work as part of the central team who:

- Are consistent in their practice
- Share good practice with other team members
- Act as role models for all

The outcomes associated with the specific role are:

- Effective communication
- A proactive approach to meeting the needs of stakeholders
- An individual and team belief in continuous improvement that is evidenced through a proactive approach
- Planned and coordinated work schedules
- An ethos where problems are minimised
- Effective teamwork where everyone is treated with dignity and respect

ACCOUNTABILITY:

Daily support to the central team and reception cover are accountable to the office managers.
 Data support assistant work is accountable to the data manager.

Safeguarding

Abingdon Learning Trust is committed to safeguarding and promoting the welfare of children. All staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The points below are a requirement for the postholder of this position:

- A knowledge and keen awareness of Safeguarding matters and an ability to demonstrate personal values and beliefs in accordance with the Trust's Safeguarding Policy
- Display commitment to the protection and safeguarding of children and young people
- A strong appreciation of child protection issues and the capacity of acting in accordance with the Trust's Safeguarding policy
- Reading, understanding and following all aspects of the Trust's Safeguarding policies and processes
- Comply with safeguarding training expectations

- Your contract of employment is directly with The Abingdon Learning Trust. Your main place of work will be Fitzharrys School, but you may be deployed to work at any school within The Abingdon Learning Trust and carry out those duties that may be reasonably required in relation to such deployment. This will depend upon the role, timetabling and organisational needs of the schools in the Trust and your own individual professional development needs. Any change to your main place of work will be discussed and agreed with you, in advance.

Signed: (employee):

Signed: (on behalf of the Academy):

Date/s: