

Administration Assistant – Job Description

| | |
|-------------------|--------------------------|
| JOB TITLE: | Administrative Assistant |
|-------------------|--------------------------|

| | |
|------------------------|------------------------|
| RESPONSIBLE TO: | Administration Manager |
|------------------------|------------------------|

| | |
|------------------------------|--|
| EMPLOYEE SUPERVISION: | |
|------------------------------|--|

Purpose of Post:

To undertake and provide administrative/clerical support to staff in a Special School Setting for pupils who demonstrate Social Emotional and Mental Health difficulties.

Key Areas:

- Answering phone calls as required in a professional manner as first point of contact.
- Working as receptionist welcoming visitors into school
- Providing admin support for a number of staff on site.
- Responsible for day to day administrative duties.
- Typing, word-processing and other IT based tasks.
- Inputting data into management system (Arbor).

Duties and Responsibilities:

1. To undertake reception duties as required including meeting and greeting pupils and visitors to the school, providing hospitality to visitors and providing a professional and courteous service.
2. To undertake reception duties as required including answering incoming calls and either transferring to the correct person or taking detailed and accurate messages and making outgoing calls as necessary to internal/external services or parents.
3. To provide administrative and clerical support to staff on site.
4. To produce lists/information/data as required.
5. To maintain and collate pupil reports.
6. To assist with arranging/monitoring transport for pupils attending the school.
7. To report and record pupil absences
8. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
9. To be aware of and support difference and ensure equal opportunities for all.
10. Contribute to the overall ethos/work/aims of the academies.
11. Appreciate and support the role of other professionals.
12. To carry out any other duties commensurate with those of the post that may be determined by the Line Manager.

| | |
|--------------------------------------|-----------------|
| Date Job Description Revised: | By whom: |
|--------------------------------------|-----------------|