



## Job Description

<b>Post</b>	<b>Administrative Assistant</b>
<b>Salary</b>	<b>Grade 2, Pt 4 (actual salary £18,944.10)</b>
<b>Contract</b>	<b>32.5hrs per week, Term Time Only</b> <b>Fixed term contract 1<sup>st</sup> September 26 to 31<sup>st</sup> May 27</b>
<b>Responsible To</b>	<b>Head Teacher</b>
<b>Line Manager</b>	<b>Office Manager</b>

## **Purpose (Summary)**

To work as part of a busy team providing support to the Head Teacher, Senior Leadership Team and school office as required. Yours will be a busy role, so you will need ability to manage your own workload and use your initiative when needed.

## **Duties**

- To perform varied clerical tasks including confidential typing, managing diaries, preparing draft agendas, taking meeting notes and filing.
- To undertake document and report preparation, storage, format, retrieval, amendment and transmission using IT skills and a range of technology to support information processing and communication.
- The updating and management of the school website.
- To maintain electronic records.
- To assist with reception duties in the main school office, this could include greeting pupils, parent, staff and external agencies and assisting them as required.
- The distribution of letters, leaflets etc to classrooms.
- Photocopying as and when required.
- Answering the phone, main and pedestrian gates as needed.
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as requested by the Headteacher, Deputy Headteacher / Office Manager.
- To promote and safeguard the welfare of children for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures.
- To report any causes for concern relating to the welfare and safety of children to the SLT.
- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children at this school.
- To contribute to the overall development of the school and its wider activities.

VAT Reg: 142337141 Company Number: 8195720

The Florence Nightingale Academy  
Chewton Street, Eastwood, Nottingham, NG16 3HB  
Tel: 01773 713452

Email: [office@theflorence.academy](mailto:office@theflorence.academy)

Website: [theflorence.academy](http://theflorence.academy)

Headteacher: Mrs L Baxter

