

Administration Assistant Job Description



Post Title:	Administration Assistant
Responsible To:	Administration Manager
Grade:	BS4 (£18,795 pro rata)
Hours:	37 hours per week, term time only plus one week of Inset and one week during school closure
Main Purpose:	Under the instruction/guidance of senior staff: provide general administration and clerical support to the school

Principal Accountabilities

- Provide quality, accurate and timely administrative support.
- Undertake work on appropriate computer systems include efficient use of all Microsoft Office applications, providing high quality materials.
- Undertake duties connected with incoming and outgoing mail as required.
- Provide assistance to the general admin team as required.
- Respond effectively to telephone enquiries, ensuring that appropriate quality action is taken.
- Assist staff, parents, students and external agencies with general queries.
- Maintain data storage and retrieval systems (manual and electronic).
- Support the reprographics requirements of the organisation.
- Undertake the administration of meetings, including preparation of agendas, papers and note taking.
- Arrange appointments for colleagues.
- Operating the School's Information Management System (SIMS).
- Signing in and welcoming visitors with reference to the school's safeguarding policy
- Carry out First Aid when required.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher. This job description may be reviewed annually and it may be modified or amended at any time during the year after consultation with the post holder

General

- 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.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

May 2019

Headteacher: **Dr R P Petrie** BSc, PhD
Castlegate Drive, Cockermouth, Cumbria, CA13 9HF