

JOB DESCRIPTION

Job Title:	Administrative Assistant	Salary: Grade 3 (pro rata to hours/weeks worked)
Location:	Whitley Academy	Hours of work: 37 per week TTO plus 1 week

Job Purpose

The purpose of the role will be to provide efficient and effective administration support within the school, including reception cover and pastoral support to students.

Duties and Responsibilities

Administration

- Undertake administrative duties to support the administration processes appropriate to the post and to support the wider school if required.
- Provide support regarding daily cover arrangements, distribution of lesson covers to Supply Staff
- Monitor staff planned and unplanned absence ensuring policies and procedures are followed
- Ensure timely admission of new students, liaising with the Local Authority, families, translators, any other external agencies and Whitley Academy staff as appropriate.
- Provide support for the Data Manager when needed and when available. This will include support with basic data entry into the SIMS system, and other processes such as the tagging of students to classes
- Use computer word processing, spreadsheet, and database software to prepare reports, memos, and documents and communicate with parents/carers ensuring all communication follows school brand guidelines
- Provide secretarial and administrative support to management and other staff.
- Maintain the confidentiality of information and the security of office systems, records, files and equipment

Reception

- To be a point of contact for both telephone and face to face enquiries, taking messages where required.
- To ensure school security arrangements are always complied with, including the issue of visitor's badges and completion of visitor signing in system.
- To provide hospitality for visitors to the school.
- Deal with internal and external telephone calls in an appropriate manner, filtering calls as necessary, taking messages as required.

- Ensure security procedures are followed for all visitors.

Any such duties as are within the scope and spirit of the job purpose, the title of the post, and its grading.

All duties and responsibilities must be carried out with due regard to the School's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.