



FINHAM PARK  
MULTI ACADEMY TRUST

## JOB DESCRIPTION

Job Title:	<b>Administrative Assistant</b>	Salary: <b>Grade 3 (pro rata to hours/weeks worked)</b>
Location:	<b>Lyng Hall School</b>	Hours of work: <b>37 per week TTO plus 3 weeks</b>

### Job Purpose

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

### Duties and Responsibilities

- Undertake administrative duties to support the administration processes appropriate to the post and to support the wider school if required.
- Ensure timely admission of new students, liaising with the Local Authority, families, translators, any other external agencies and Lyng Hall staff as appropriate.
- Provide support for the Ops Manager when needed.
- Provide administrative support to management and other staff including typing, mail merges and reports.
- Ensure student profiles are up to date and records are accurate and updated in a timely manner
- Maintain the confidentiality of information and the security of office systems, records, files and equipment
- 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.
- Deal with internal and external telephone calls in an appropriate manner, filtering calls as necessary, taking messages as required.
- Review and process reprographic requests and maintain all appropriate records to calculate costs to the department.
- Monitoring stock levels for reprographics and re-ordering where necessary
- Input students non-attendance on SIMS
- Check year groups for who is missing and text parents through PARS
- Send out emails to parents from teachers through School Comms as required



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- Assist with the 16-19 bursary administration
- Arrange transport for 6<sup>th</sup> form students between schools and all other school vehicle requirements.
- Support in the administration of school events such as Open Evenings and Celebration
- To be willing to be a part of the first aid team (full training will be provided)

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 relevant School policies.

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.