

## JOB DESCRIPTION

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

### 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.
- Use computer word processing, spreadsheet, and database software to prepare reports, memos, and documents
- Send out communications to parents/carers through School Comms as required ensuring all communication follows school brand guidelines
- Provide secretarial and administrative support to management and other staff.
- Support the EVC in the administration of trips
- Provide support regarding daily cover arrangements, distribution of lesson covers to Supply Staff
- To ensure the resources room is appropriately stocked and is maintained in good order.
- 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.
- Oversee administrative email in-boxes to ensure enquiries are dealt with in an appropriate manner
- Ensure security procedures are followed for all visitors.
- Receive and accept mail and deliveries according to office procedures and assist with checking and distributing to relevant departments.

#### Reprographics (when required)

- Review and process reprographic requests. Operate all equipment, i.e., photocopier, copy printer, collate, electric stapler, computer for word processing and desk-top publishing any other equipment that maybe provided.
- Undertake the collation, punching, stapling and/or binding of completed material as necessary.
- Control work through the section to meet established turnaround times or agreed completion dates



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.