

## **JOB DESCRIPTION** **Whitley Academy**

<b>Job Title</b>	<b>Administrative Assistant</b>
<b>Grade</b>	Grade 3 pro rata
<b>Hours</b>	37 hours per week, term time only plus training days, plus 2 weeks
<b>Status</b>	Permanent

### **Job Purpose**

- Reception / Administration Duties
- To organise and manage the Reprographics work within the school
- Attendance and Education Welfare Support
- CPD Support including booking internal and external courses in conjunction with the Training School

### **Duties and Responsibilities**

#### **Reception / Administration Role**

- 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.
- Undertake routine typing, word-processing on an ad hoc basis.
- 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
- To be willing to be a part of the first aid team to support the primary first aider in school, to include being part of a rota for the daily support of those students with medical conditions such as diabetes and severe allergies (Full training will be provided)



## **Reprographics**

- Review and process reprographic requests. Operate all equipment, i.e., photocopier, copy printer, collator, laminator, comb binder, electric guillotine and computer for word processing and desk-top publishing any other equipment that maybe provided
- Maintain diary of requests, ensuring all requests are scheduled effectively
- 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
- Maintain all appropriate records to calculate costs for departments and upload all budgetary information in a timely fashion
- Custom design and edit documents
- Monitoring stock levels and re-ordering where necessary for Repro and other departments as requested

## **Attendance Support (one day per week)**

- Receive voicemails and emails from parents advising the school of their child's non-attendance
- Input students not-attendance on SIMS
- Check year groups for who is missing and text parents through PARS
- Check students with poor attendance have arrived in and check late signing in sheet on reception
- Cross reference lists from colleagues to see if any students not registered are out on authorised absences
- Send out emails to parents from teachers through PARS as required
- Support Education Welfare Officer (EWO) from time to time as required.
- Organise and update the cover diary during examination periods, this will involve organising cover for staff planned and unplanned absences, taking absence calls and updating SIMS. A 7:15am start will be required during this period.

## **CPD Support**

- Create Frog pages for internal CPD training according to the CPD calendar
- Keep Frog CPD up to date, including archiving CPD sessions and checking attendees
- Book train tickets
- Book external training courses using credit card or a purchase order (requisition) on Civica

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 (Data Protection Act 1998)

