



FINHAM PARK  
MULTI ACADEMY TRUST

## **JOB DESCRIPTION Finham Park 2**

**Job Title**                      **Administrative Assistant**

**Grade**                              Grade 3  
**Reporting to**                  Operations Manager

### **Job Purpose**

- To organise and manage an efficient and effective administration support role within the school, including, reception cover and pastoral support to students.
- To organise and manage the Reprographics work within the school.
- To work in the reception area
- To administer the provision of a First Aid Facility to serve the needs of students and staff at the school.

### **Duties and Responsibilities**

#### **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.
- Operate office equipment e.g. photocopier, computer.
- 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
- Support with administrative tasks in relation to the arranging of external and internal exams
- Support with data input and data checking and any other related administrative tasks
- Using SIMS Cover Diary to organise cover for teacher absences

#### **Reprographics**

- Review and process reprographic requests. Operate all equipment, i.e., photocopier, copy printer, collater, 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





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### Reception Duties

- 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.
- Deal with the distribution of Royal Mail post.
- Receive and accept courier deliveries according to office procedures and assist with checking and distributing to relevant departments.

### Medical Room

- To look after sick and injured pupils and staff, including First Aid and emergency cases. For example, to contact parents to arrange for them to collect pupils if necessary, to request ambulances and arrange transfer to hospital where appropriate and also to accompany pupils to hospital when parents cannot be contacted.
- To advise College Leaders if pupils need to be sent home through illness.
- To supervise use of the First Aid Room, to ensure it is maintained in good order and to report to the Facilities Manager any defects or faults.
- To ensure that properly stocked First Aid Kits are maintained in good order at appropriate points around the school, in accordance with Legislation.
- To maintain records of accidents and First Aid given and to compile basic information on accidents/First Aid treatment for returns, statistics, information for Governors.
- To maintain an up to date register of qualified First Aid personnel and to provide a rota for First Aid Cover when required.
- Update and maintain the school risk assessment as required, ensuring compliance with legislation and policies.
- To liaise with medical and sanitary disposal contractors and maintain a record of visits by said contractors.

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)

