

COPLESTON HIGH SCHOOL

JOB DESCRIPTION

POST HOLDER:	ADMINISTRATION ASSISTANT
JOB FAMILY:	ADMINISTRATION/FINANCE/BUSINESS MANAGEMENT
GRADE:	Grade 2
HOURS	28 hours per week 42 weeks per annum (8 am to 3.30 pm)
LINE MANAGER:	Administration Manager
JOB PURPOSE:	To work as part of the administration team in order to provide an effective and efficient administration function across the school

LEVEL DESCRIPTION

All duties will be carried out within recognised procedures or guidelines.

May include ad hoc duties, which require some initiative.

Will make day-to-day decisions about own workload, within a clear framework.

There will be some need to interpret information or situations and to solve straightforward problems.

Problems will be referred to line manager, who will be available for direction and guidance.

No direct responsibility for supervising others, but may involve demonstrating duties or giving advice and guidance to new employees or others.

DUTIES AND RESPONSIBILITIES:-

Detention System:-

- Support the administration, organisation and recording of the detention system.
- Print out Go4schools list of detentions issued by staff on previous day
- Enter onto detention spread sheet
- Check e-mails for messages from teachers for any detentions that need to be re-issued or changed and amend spread sheet accordingly
- Check Go4schools for absences due to illness, trips, etc.
- Send detentions emails to Parents/Carers informing them of detention
- Send out Detention Registers to relevant Heads of Department's on a daily basis
- Maintain Detention Staff rota

General Administration:-

- To maintain filing across the school in particular for Heads of Years and any general clerical duties required
- Undertake word processing for teaching and administrative staff
- To liaise with safeguarding officers in accordance with school policy if and when appropriate;
- To ensure Pastoral Teams are kept informed of any underlying emotional or social factors affecting students' progress.
- To update records for student's entitlement to free school meals and liaise with SCC, updating SIMs and informing catering
- Creating forms and emails to be sent via Parentmail, obtaining reports and distributing reports where necessary
- Archiving of Year 11 leavers files, once the HoY has sorted, keeping a spreadsheet to record where files are and also the disposal of files after a specific length of time, keeping a record of whose files are disposed of and in which confidential waste bag

Reception:-

- Act as first point of contact for all visitors;
- greeting all visitors and ensuring security into school is maintained;
- receive and redirect telephone calls to relevant personnel and solve various problems whenever possible, to ensure a smooth communication path including radioing colleagues;
- dealing with enquiries relating to sick or injured students, liaising with the emergency services and parents/carers;
- preparing all post and arrange maintenance and servicing;
- collection of trip monies from students;
- dealing with all lost property and returning named items to students;
- accepting delivery of parcels and ensuring the recipients/departments are aware;
- dealing with all student/staff enquiries;
- monitoring local press for any school related articles;
- Ad hoc duties as given by school staff where possible;
- Ensure reception stationery stock is maintained including necessary student passes and other forms;
- Coordinate 'A' playground visitor and canteen staff fire drill procedures.
- Apply postcard data to go4schools – distribute to register trays

Other tasks or projects that may from time to time be notified by Senior Leadership commensurate with the level and grade of this post.

NB:

This job description sets out the major duties associated with the stated purpose of the post. It is assumed that other duties of a similar nature/level undertaken within the school are not excluded because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes; appropriate training may be given to enable the post-holder to undertake this new/varied work.

July 2019

Signed.....Date.....

Signed.....Date.....

COPLESTON HIGH SCHOOL
PERSON SPECIFICATION
ADMINISTRATION ASSISTANT

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS/ KNOWLEDGE	<p>GCSE grade C or above in Maths and English or equivalent qualification</p> <p>Good working knowledge of Microsoft Office including Excel</p> <p>Understanding of requirements and responsibilities under Child Protection & Safeguarding</p>	<p>Knowledge of school database package eg SIMS</p>
EXPERIENCE	<p>Experience of working in an office environment in a similar role.</p> <p>Experience of reception work in a busy office environment.</p> <p>Experience of handling a wide range of enquiries particularly by telephone and email.</p> <p>Experience of working as part of a team</p>	<p>Experience of working in a school</p>
SKILLS/ABILITIES	<p>Able to exchange complex and sensitive information clearly with children, young people and adults</p> <p>Able to demonstrate excellent Interpersonal skills</p> <p>Well-developed organisational skills</p> <p>Excellent communication skills</p> <p>Ability to prioritise conflicting workloads, remaining calm under pressure, and to deal with a wide range of demands from a variety of people.</p> <p>Ability to provide clear, timely and accurate information.</p> <p>Ability to work both independently and as a part of a team</p> <p>Flexible approach.</p>	