



JOB TITLE: Business and Administration Apprenticeship

REPORTS TO: Admin Manager/Head Teacher

BAND: Apprenticeship Rate

JOB PURPOSE

- The Administration Assistant is responsible for providing administrative and clerical support in order to ensure effective and efficient operations.
- To undertake Reception and telephone duties, answering enquiries from staff, pupils, parents and the general public. Ensure all pupils' entry and departure procedures are followed.
- To retrieve and update information on manual and computer based systems.
- To work under the direction of departmental leaders to undertake clerical and other relevant departmental support activities.
- Work under own initiative to ensure workload is prioritised and efficiently completed.

PRINCIPAL ACCOUNTABILITIES

- To undertake Reception duties, being an initial point of contact in person or by telephone, answering and directing enquiries from staff, pupils, parents and the general public, providing this service in a professional approach, upholding the standards of the setting at all times.
- Ensure that Receptionist duties are covered during any periods you need to leave the office.
- Ensure all visitors are welcomed, directed to main reception and that they comply with the school's security procedures.
- Maintenance of student database and records, achievement and behaviour. The daily monitoring and recording of pupil attendance registers onto SIMS.
- To create and distribute behaviour management reports for Tutors, House Leaders and Pastoral Department.
- To cover for attendance manager when absent.
- To support departmental staff through administrative and clerical work.
- Maintain a tidy and organised office environment conducive to efficient working practices.
- Provide administrative support to ensure that operations are maintained in an effective, up to date and accurate manner, e.g., typing of correspondence, reports and other documents, maintaining office filing, photocopying, collation of pupil reports, and receiving deliveries.
- Distribute staff/departmental mail, opening if appropriate.
- Report student and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.
- Be involved in extra curricular activities, e.g. open days, presentation evenings.



GENERAL

- To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.
- To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.
- To fully comply with the Health and Safety at Work Act 1974 etc., the School's Health and Safety Policy and all locally agreed safe methods of work.
- At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.
- To work with colleagues to achieve service plan objectives and targets.
- To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I confirm that I have read and understood, and that I accept, the above job description:

Signature : Date: Name in full