

Job Description

Post Title: Administration Assistant
Responsible to: School Business Manager
Grade: H4

Main Areas of Responsibility

- To support the School Business Manager in delivering an efficient and effective administration function to the whole centre.

General Administrative Duties:

- To provide high quality administrative support for reports, letters and paperwork, or other such documentation ensuring deadlines are met and communication is timely
- To deal with requests from students, parents and carers, and staff as required in an efficient and timely manner
- To co-operate with other colleagues to ensure a sharing and effective usage of resources to the benefit of the school and the students
- Assist with pupil welfare matters, including contacting parents and staff
- General Reception Duties to include answering the telephone and receiving visitors
- Admin duties when requested by Senior Leadership Team – this includes the following:
 - Typing letters / reports
 - Filing pupil and centre documents
 - Reprographics
 - Telephoning pupils parents / carers
 - Data input
 - Monitoring and contacting of pupil taxis
 - Ordering equipment / resources / stationery
 - Invoicing
- Fulfil the responsibilities of this post responding flexibly, positively and successfully to the school's ongoing needs
- To maintain confidentiality at all times

Undertaking such other duties as may be required, commensurate with the post when requested by the School Business Manager or Senior Leadership Team.

GDPR

- To be conversant with GDPR regulations to ensure best practice across the centre
- To deal with all GDPR queries; internal and external
- To support SLT and our GDPR Governor in ensuring GDPR compliance

The duties and responsibilities listed above describe the post at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary and may be reviewed annually as part of the PMR process.

Equalities

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

Health & Safety

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

Disclosure & Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure & Barring Service as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure & Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

Additional Information

The jobholder is required to contribute to and support the overall aims and ethos of the centre. All staff are required to participate in training and other learning activities, and in performance management and development, as required by the centre's policies and practice.

Person Specification

Desirable/ Essential	Personal Quality
E	Good keyboard skills, including knowledge and experience of Microsoft Office including word, excel and outlook applications
D	Experience of SIMS software
E	Experience of working at an administrator level in an education or busy office environment
E	A good standard of education, including 'O' Level / GCSE or equivalent in English and Maths.
E	Ability to work as an integral member of a team, supporting staff and sharing expertise
E	Excellent communication and organisational skills
E	Ability to maintain confidentiality
E	Ability to work under pressure and to show initiative
E	Ability to interact appropriately with pupils and parents
E	A good sense of humour

The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory Disclosure and Barring Service (DBS) check.