

**Seaham High School**

**Job Description**

**Job Title:** Administration Assistant

**Grade:** Grade 2 (SCP 3-4)

**Salary:** £18,065 - £18,426 pro-rata

**Working Hours:** 37 hours per week - Term time

8.00am – 4.00pm, Monday – Thursday,

8.00am – 3.30pm, Friday

**Responsible to:** Bursar

**PURPOSE OF JOB**

To provide an efficient administrative service in order to facilitate the day to day running of the school.

**DUTIES AND RESPONSIBLITIES**

* To be the first point of contact for welcoming parents and visitors into the school and providing a high level of customer service
* To ensure parents and visitors to the site are dealt with professionally and appropriately
* To undertake reception duties and associated tasks
* Receiving/opening post and ensuring prompt dispatch to appropriate staff
* To provide administrative support to all teaching staff and senior leaders including preparing reports, producing letters, spreadsheets, minute taking and reprographics
* To provide administrative support for events such as opening evenings, parents’ evenings and any after school events. This may also include arranging appropriate hospitality and attendance at the events
* To administer the online payment and biometric system in line with school procedures
* To administer the free school meals
* Booking courses for staff and update and maintain database
* To communicate over the telephone and emails with parents, external providers and other stakeholders effectively and efficiently. This will also include forwarding any communication to the relevant member of staff
* To update and maintain all electronic databases
* To update and maintain all manual and electronic filing systems
* To support the administration of room bookings and arrange hospitality
* Dispatching all deliveries received into school ensuring prompt dispatch to appropriate staff areas
* To work within current GDPR requirements, information sharing protocols and guidelines
* To attend training as determined appropriate
* Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude

Given the dynamic nature of the role and structure of the School at the present time, it must be accepted that, as the School’s work develops and changes, there will be a need for adjustments to the role and responsibilities of the post.

The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the Head Teacher or Bursar, which may, if he/she wishes involve a union representative.