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| **Job Description**  **Part-time Administration Assistant** |

**Conditions of Employment**

1. The terms and conditions set out by Together for Children and within the Personnel policies adopted by the Governing Body.

2. The other conditions set out in the job description and any others set in your letter of appointment.

**General Description of Post**

To work under the direction/instruction of the School Business Manager to provide routine general clerical and administrative support to the school.

**Organisation**

Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors. Preparing refreshments for meetings. Assist in arrangements for school trips, visits.

**Administration**

Provide general clerical/admin support eg, respond to e-mails, photocopying, filing, completion of forms.

Maintain manual and computerised records/management information systems including SIMS and ParentPay.

Undertake word-processing and other IT based tasks

Sort and distribute mail

Maintain pupil records (manual and computerised)

Undertake routine administration tasks

**Resources**

Operate office equipment e.g. photocopier, computer

Provide general advice and guidance to staff, pupils and others

**Responsibilities**

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

Be aware of and support equal opportunities for all

Contribute to the overall ethos/work/aims of the school

Appreciate and support the role of other professionals

Participate in training and other learning activities and performance development as required

**Experience**

Experience of working in an office environment is essential and any previous work experience, interests or activities that involve dealing with customers/people, studying or practical skills relevant to the job description above, should also be included on the application.

**Qualifications**

A minimum of 4 GCSE’s Grade A-C (or equivalent) including English and maths

NVQ Level 2 in Business Administration or Customer Service

**Accountability**

To be responsible to the Headteacher, School Business Manager and the Governing Body.