

Job Description

JOB TITLE:	Administrative Assistant
SALARY:	Grade 5 – Salary £19,171 - £20,344 pro rata per annum (in accordance with skills, knowledge and experience.)
HOURS:	22.5 Hours per week (11.45 am to 4.00 pm Monday to Thursday), Friday 10.30am to 4.00pm. Term time only plus 6 days
JOB PURPOSE:	To carry out administration duties
LINE MANAGEMENT:	Responsible to: Office Manager/Head Teacher

1.0 DUTIES & RESPONSIBILITIES:

- 1.1 General Administration, including producing of all parental letters
- 1.2 Manual updates for Parent Pay – Teacher to Parents
- 1.3 Administration of Trips and Visits
- 1.4 Production of weekly Newsletter
- 1.5 Administration in respect of Parents Evenings
- 1.6 Management of School Fund
- 1.7 Attendance administration
- 1.8 Website Maintenance

GENERAL:

- 2.1 Developing an understanding of Academy policies and procedures, complying with their contents and raising concerns in a timely manner
- 2.2 Actively participating in the Performance Management processes within the Academy
- 2.3 Identify personal training needs and participate in training and performance development whenever required
- 2.4 To undertake any other duties appropriate to the grade of the post
- 2.5 In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people
- 2.6 Declare any conflict of interest that may be present, or may arise, before or during their employment
- 2.7 All employees will be required to undergo a 6-month probationary period, during which suitability for the position is assessed

MEETINGS:

The post holder will be required to attend appropriate school meetings, including:-

- School Support staff meetings.
- Whole school meetings as appropriate.
- Such other meetings and working parties as the Line Manager/ Headteacher may require.

SAFEGUARDING

To at all times, accept responsibility for safeguarding and promoting the welfare of children.

HANDBOOK

I understand that all school policies in the staff secure area are available on the school secure area and it is my responsibility to familiarise myself with these policies.

REVIEW AND AMENDMENT

This Job Description will be subject to review in the light of the new opportunities and strengths that may be brought to the School.

This job description is normally subject to annual review. It may be amended at the request of the Line Manager/ Headteacher or the post holder but only after full consultation with the post holder.

Signed..... Post holder Date

Signed Head teacher Date