



## Job Description

**Job Title: Whole School Admin Assistant**

**Reporting to:** Business Manager

**Grade:** 3 (SCP 12-17)

**Overall purpose of the post:** To be forward thinking and proactive, to fully support the administration needs of the academy. This is a fast paced and challenging environment and this role is vital to the smooth running of the Academy and achieving our single goal of “Students first: raising standards and transforming lives”

### **Main duties and responsibilities:**

- Provide administrative and clerical assistance to the Principal and Business Services as directed by the Business Manager or the PA to the Principal
- Responsibility for greeting and dealing with visitors to the Academy and supporting the Academy Reception at particular times of the day.
- Assist with the inputting of student data
- Support the Exams & Data officer during examination
- Provide support to the reprographics department as directed by the Business Manager
- Provide confidential administrative support as required
- Undertake filing on a weekly and monthly basis
- Assist with internal and external meeting arrangements, including room and catering booking, preparation of agendas and papers, distribution of appropriate papers, and minute-taking as required
- Administer the School postal system, ensuring post is recorded appropriately.

### **Additional Responsibilities**

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.
- Undertake First Aid Training

## **Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.