



JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

- Job Title:** Administrative Assistant
- Hours:** 37 hours per week, 42 weeks (Term Time + 4 weeks)
- Salary:** Grade 3 SCP 6-9
- Line managed by:** Infrastructure Team
- Purpose of role:** To support the provision of an effective and efficient administration service across the Academy.

Main Duties and Responsibilities

- Reception Duties: provide cover for main reception on a rota basis and as and when required, including morning “open up” and end of day “close down” routines, welcoming visitors and issuing correct lanyard as per the Academy’s safeguarding policy, answering the reception telephone (ensuring correct procedures are followed), dealing with staff requests for Parent Room bookings and ensuring reception information area is kept up to date and tidy.
- Maintaining first point of contact using the Academy telephone system.
- Maintain high levels of confidentiality and professionalism at all times.
- Provide cover for student reception on a rota basis as and when required.
- Post/deliveries/emails: open and distribute incoming mail and emails, responding where required, monitor the ‘Every’ work log system, ensuring tasks are completed promptly, send outgoing mail and receive incoming goods, check orders and inform intended recipient, update staff pigeonholes.
- Communicate with parents and students as required, sending correspondence through SIMS In-Touch, phone calls to parents/careers as required. Produce letters and other correspondence as required.
- Reprographics: prepare materials and resources in various formats, including photocopying, laminating, and book binding. Administer the photocopier coding system, ensuring copies are charged to the correct departments, and produce monthly printer reports.
- Maintain electronic and manual student records, ensuring absence information is recorded using Go4Schools information system, and in accordance with statutory guidance. Archive past students’ files and undertake file redaction process for past students as required.
- Produce staff, volunteer and Sixth Form badges.



- Produce Daily Fire Registers.
- Maintain, monitor and track levels of stationery across the Academy, including annual ordering of stationery and diaries.
- Assist with the arrangement of the school photo service including setting up dates with the company, organising the day re photo times for students and communicating with staff as required.
- Administer and prepare for school events such as parents evenings, tutor evenings, celebration assemblies, prize giving, school production, and open evening, including producing programmes and tickets, selling tickets etc.
- Produce and mount displays, visual aids and student material as directed by departments and organise classroom resources and displays for open evenings, including merit point boards and Shout Out board.
- Collect money, collate student information and support with related administration for various initiatives within departments, e.g. school trips, sale of revision guides, sale of equipment etc.
- Preparedness to support the HR Manager in an admin context.
- Sign school mobiles in and out, ensuring they are charged ready for school trips.

This job description is illustrative and not a comprehensive list of all tasks that will be carried out. The post holder may be required to perform other duties appropriate to the level of the role, as directed by the Head Teacher and to support the general operation of the Academy.