



ST PETER'S SCHOOL HUNTINGDON

JOB DESCRIPTION

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

POST TITLE:	Administration Assistant
HOURS WORKED:	32.5 hours per week, term time plus 5 days Professional Days
GRADE:	Scale 2 points 4-5
RESPONSIBLE TO:	Office Manager
PURPOSE OF JOB:	<ul style="list-style-type: none"> Foster, and encourage and expect others to foster, the school's ethos (Learn Aspire Exceed) in all our stakeholders at all times. Working within our central administrative team based in our main reception you will be supporting the team with the all the services provided

Safeguarding

Responsible for the safeguarding of students who are under their immediate care, following relevant school policies, reporting concerns promptly (including Health and Safety).

MAIN RESPONSIBILITIES:

- To deal with students, visitors, staff and telephone calls to the school in a polite, friendly and efficient manner and to take appropriate action to ensure that all enquiries, messages are passed to the correct person for action
- Prepare letters, minutes, posters, school brochures, certificates and other documentation as requested by teaching and support staff using Microsoft Office
- To assist the team with new admissions
- To support the team with the organisation of school events, e.g. Parents' Consultation Evenings, medicals, vaccinations, school photos etc as required
- To assist with internal mail distribution and the collating and franking of all outgoing mail.
- Access information held on the school's management information system (MIS) including producing reports where necessary
- Daily filing of all information in student records
- Using the school's management information system (MIS) assist with the inputting and reporting of attendance data as well as checking registers are completed on time
- To assist the team to meet deadlines for assessment information by inputting and checking data as required
- To assist the team with any curriculum changes that are required
- First Aid – To assist with students and staff who become ill or suffer from minor injuries and follow up, as required.
- To assist with day to day duties of the administration office
- To contribute towards the maintenance of a safe and healthy working environment

In addition to the responsibilities described above, to carry out any other duties of a similar nature at the reasonable request of the Head Teacher.

This Job Description will be subject to regular review and any changes will be made in consultation with the post holder. The aim will always be to reach agreement on any changes but, if agreement is not possible, the Governing Body reserves the right to make the changes following consultation.

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Last Review Date: July 2020

Next Review Date: April 2021