|  |  |
| --- | --- |
| Post Title**December 2014**  | Administrative Assistant |
| Postholder reports to  | Heads P.A – Day to DayBusiness Manager - Overall |
| Hours | Term-time plus 2 weeks, 37 hours per week |
| Generic responsibilities | * + Maintain personal expertise and be a role model of good practice
	+ Contribute to positive whole school ethos
 |
| Responsibilities specific to post | * To word process letters and other documentation for staff as required
* To file documentation for Year Leaders
* To use SIMS to access and update information including CTF files
* To receive visitors and respond to enquiries at the office window
* To open, sort and distribute incoming mail
* To use office equipment including copiers, fax machine and franking machine
* To deal with all outgoing mail, including taking deliveries to the Post Office, as required
* To answer the telephone and respond accordingly
* Provide information and complete returns to the LA, such as free school meal checks, pupil transfers, etc
* To deal with staff and student enquiries
* Use two way radio to communicate with key teachers and caretakers
* To download extranet information and distribute to staff
* To provide refreshments for meetings and visitors and clear away afterwards
* To assist with the whole school photocopying, laminating and binding
* To maintain office stationery levels
* To maintain student uniform stock and sales
* Preparation for new intake including consent forms
* To document and produce minutes for meetings as and when required
* To carry out minor first aid
* Be prepared to undertake professional development and training including whole school CPD

Assisting in the cover of the general office during holidays and busy periods as required within the conditions of service of this post. Any other duties as deemed appropriate by the Headteacher. |
| Grade 4  | Point 15 - 19£16572 - £18376Dependent upon experience and qualifications |