

School Name: Acklam Grange School

Post Title: ADMINISTRATION SUPPORT ASSISTANT

Responsible to: Executive Headteacher
Headteacher
Director of Corporate Services

MAIN RESPONSIBILITIES OF THE POST:

To provide a professional reception and administration service and adhere to the school office procedures.

COMMUNICATIONS:

To contribute to a professional and efficient communications strategy within the school office including;

- Greeting external visitors and providing a high level of customer service
- Signing students in and out of school
- Answering and fielding a wide range of external calls
- Distribution of incoming and processing of outgoing post
- Internal post distribution
- Liaison with premises team re deliveries and parcel dispersal
- Recording incidents on CPOMS
- Communication to parents via the text to parents system
- Internal communication via the school email system

CORRESPONDENCE:

- Prepare school correspondence to stakeholders to a high standard in the appropriate 'house' style
- Support office manager in preparation of standard letters

ADMINISTRATION SYSTEMS

Support the office manager with the maintenance of:

- Educational visits co-ordination
- Office filing systems

STUDENT RECORDS

- Collates and maintains student records
- Maintains student databases
- Maintains SIMS.NET student module to ensure up to date, 'clean' student record base.
- Checking the medical requirements of students on trips/visits

RESOURCES

- Prepares and maintains communications re school trips/events
- Assists the Office Manager in the handling and storage of medicines in school

Other duties commensurate with the grade of the post as required by the Headteacher or Director of Corporate Services.