***Job***

 ***Description***

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| **JOB TITLE:** Administrative Assistant | **GRADE:** Point 8 – 13 FTE: £15,246 - £16,491 TTO +5 |

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| **RESPONSIBLE TO:** | Administration Manager |

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| **EMPLOYEE SUPERVISION:** | None |

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| **Purpose of Post:**To undertake and provide administrative/clerical support to staff in a Special School Setting for pupils who demonstrate Social Emotional and Mental Health difficulties. |
| **Key Areas:*** Answering phone calls as required in a professional manner as first point of contact.
* Working as receptionist welcoming visitors into school
* Providing admin support for a number of staff on site.
* Responsible for day to day administrative duties.
* Typing, word-processing and other IT based tasks.
* Inputting data into management system (Arbor).
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| **Duties and Responsibilities:*** To undertake reception duties as required including meeting and greeting pupils and visitors to the school, providing hospitality to visitors and providing a professional and courteous service.
* To undertake reception duties as required including answering incoming calls and either transferring to the correct person or taking detailed and accurate messages and making outgoing calls as necessary to internal/external services or parents.
* To provide administrative and clerical support to staff on site.
* To produce lists/information/data as required.
* To maintain and collate pupil reports.
* To assist with arranging/monitoring transport for pupils attending the school.
* To report and record pupil absences
* To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* To be aware of and support difference and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the academies.
* Appreciate and support the role of other professionals.
* To carry out any other duties commensurate with those of the post, that may be determined by the Line Manager.
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| **Date Job Description Revised:**  | **By whom:** |