***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). |
| **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:** |