**[http://www.westnorfolkacademiestrust.co.uk/images/WNAT%20logo2.jpg](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCIvzgNHJ-8gCFQFTGgod_fMEPg&url=http://www.westnorfolkacademiestrust.co.uk/schoolpolicies.html&psig=AFQjCNGv0XeLZlIaf3ZMRvHfV5vI2kZasQ&ust=1446891639482155)**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **School/College:** | **St Clement’s High School** |
| **Job Title:** | **Administration Assistant (with Reception duties)** |
| **Grade:** | **Grade A, Point 6 (£8.50/hour) (£16,394 FTE Per annum, based on a 37 hour week). Please note that salary will be pro rata.** |
| **Hours/weeks:** | **22.5 hours per week, 39 weeks per year (Term Time plus 1 week)**  **Monday – Friday 9:30 – 14:00** |
| **Responsible to:** | **Headteacher and Administration Manager** |
| **Working With:** | **Managers**  **Teachers**  **Students** |

**Purpose of the Job**

To support managers, teachers and students in the school, by undertaking routine administrative, clerical and other duties, with particular emphasis on reception/switchboard duties. To provide flexible capacity to enable the school to cope with peak workloads. To provide first aid for students and staff as necessary.

**Key Responsibilities**

* Completing letters and documentation, which may be of a confidential nature
* Switchboard and reception duties
* Typing and general administrative tasks
* Trained First Aider

**Principal Accountabilities/Activities**

To undertake switchboard, receptionist and messenger duties within the school, in accordance with agreed arrangements. To ensure that the Reception area is staffed at all times.

To receive and reply promptly to any telephone enquiries and other messages, dealing as appropriate with routine enquiries.

To ensure that visitors to the school are courteously and correctly received and hospitality provided as required, and to deal sensitively with anxious, distressed or impatient callers, whether by telephone or in person, and whether students, parents or external visitors.

To ensure post, both incoming and outgoing, is dealt with promptly and efficiently.

To provide first aid as required to students and staff.

To complete daily registers and call home for absent students.

To undertake clerical and administrative duties of a routine nature which could include:

* Issuing bus passes
* Organising the arrangements for student vaccinations and helping on the day
* Assisting with the preparation of forms, maintenance of records/registers, including student admissions/leavers and student absences
* Dealing with lost property enquiries
* Administering medicines in line with school policy
* Taking delivery of and signing for goods, checking back goods received to orders and signing delivery notes for the Finance Department
* Assisting with the receiving and storage of supplies and new equipment
* Completing documentation of a confidential nature for senior staff

To undertake photocopying, laminating, filing, faxing and e-mailing.

To provide routine clerical and other assistance in other areas of the school, including the library, resources area, medical area and examinations office.

To type letters and general correspondence.

To keep the front office tidy at all times.

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary. This Job Description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy’s financial regulations.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Criminal Records Bureau.

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications** | **Essential** | **Desirable** | **How assessed** |
| Level 2 English | **🗸** |  | Appl |
| Level 2 Maths | **🗸** |  | Appl |
| NVQ (or equivalent) in a relevant discipline |  | **🗸** | Appl |
| First Aid Qualification, or a willingness to successfully complete the training | **🗸** |  | Appl/Int |

|  |  |  |  |
| --- | --- | --- | --- |
| **Experience** | **Essential** | **Desirable** | **How assessed** |
| Experience of working with young people |  | **🗸** | Appl/Int/Ref |
| General clerical, typing and administrative work | **🗸** |  | Appl/Int/Ref |
| Experience of dealing with matters of a confidential nature | **🗸** |  | Appl/Int/Ref |

|  |  |  |  |
| --- | --- | --- | --- |
| **Knowledge** | **Essential** | **Desirable** | **How assessed** |
| Good understanding of, and ability to use, relevant technology e.g. photocopier, telephone switchboard | **🗸** |  | Appl/Int/Ref |
| Good keyboard and ICT skills | **🗸** |  | Appl/Int/Ref |
| Excellent telephone manner | **🗸** |  | Appl/Int/Ref |
| An understanding of school roles and responsibilities |  | **🗸** | Appl/Int/Ref |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal qualities** | **Essential** | **Desirable** | **How assessed** |
| Good organisational and time management skills | **🗸** |  | Appl/Int/Ref |
| Good communication skills | **🗸** |  | Appl/Int/Ref |
| Ability to relate well to students, parents/carers and other adults | **🗸** |  | Appl/Int/Ref |
| Ability to work constructively as part of a team | **🗸** |  | Appl/Int/Ref |
| A desire and willingness to participate in development and training opportunities | **🗸** |  | Appl/Int/Ref |

Appl = Application form Int = Interview Ref = Reference