



ABBHEY SCHOOL

Admin Assistant

JOB DESCRIPTION

BAND: D Term time only

HOURS: 37 hours

Core hours: 8.00am – 4.00pm (finishing at 3.30 one day per week)

RESPONSIBLE TO: Head Teacher and Business Manager

General office roles and responsibilities:

- To the efficient running of post 16 reception and meeting rooms presenting a positive image of the school to all stakeholders.
- To deal with queries and provide information and advice about the school and school activities for stakeholders by various methods of communication.
- To answer the telephone courteously and with sensitivity and confidence, using initiative as required and forwarding detailed messages as appropriate.
- To be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the overall ethos / work / aims of the school
- To attend and participate in relevant meetings as required.
- Liaise, advise and consult with other members of the team supporting the children as appropriate.
- Set a good example in terms of dress, punctuality and attendance.
- To provide administrative support to work throughout the school and from the Senior Leadership Team.
- Undertake other duties as required by the Head Teacher, Business Manager and Senior Leadership Team.

Specific roles and responsibilities

- To support all staff with daily administration.
- To manage the administration of school visits and other curriculum related activities in liaison with the Senior Leadership Team.
- To manage appointments and calendars of the Business Manager and Senior Leadership Team.
- To manage booking and hospitality and lettings.
- To produce and manage all paper work and meeting for all Educational Health Care Plans, attending all meeting and completing paper work



Support for School

- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Attend all relevant meetings on behalf of identified cohort
- Contribute to student review meetings

General

- Participate in training and other professional development as identified through the appraisal process.
- To be familiar and comply with all relevant Health and Safety, Child protection, Management of Risk, Operational, Personnel, Data Protection and Financial Regulations, policies and procedures.
- To identify risks within personal objectives, using resources effectively and efficiently and safeguarding assets.
- To ensure equality of opportunity is afforded to all persons both internal and external to the school, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.

This may involve working between the main school and Post 16 provision which is based in Rotherham Town Centre

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities, commensurate with the grade of the post, as may be reasonably assigned to them by the Senior Leadership Team