

## Job Description

## Part-time Administrative Assistant

Date Agreed:	September 2009	Date of Review:	December 2009
Department: Post:	Administrative Part-time Administrative Assistant		
Hours:	27.5 hours per week - Term Time only (10.30-16.30)		
Grade:	Grade 3. Scale Point 11 to 13 (currently £14,545 - £15,247 pa, pro-rata)		
Qualifications/ Experience:	Sound knowledge in all aspects of office procedures. Good word processing skills with experience in using Microsoft Office 2000 computer database systems. High professional standards, particularly with regard to accuracy and presentation, are essential. An enthusiastic team player with excellent administrative and communication skills, capable of working unsupervised, as required. Previous reception experience would be an advantage.		
Line Manager:	Office Supervisor/Bursar		
Responsible to:	Headteacher		
Grievance Officer:	Headteacher		
Function:	Provide full and efficient secretarial/administrative support and to assist in all aspects of the work of the school office. The duties of this post are varied but the main areas of responsibility will include the following:		
Duties:	<p>To support curriculum teams with administrative aspects of their work.</p> <p>Contribute to the administration of the School's Attendance process.</p> <p>Maintain administrative information, reference, retrieval and support systems.</p> <p>Prepare statistical information.</p> <p>Prepare for, and minute, internal meetings as required.</p> <p>Circulate information to staff and develop an efficient follow-up system.</p> <p>Greet and provide hospitality for visitors to the School, as required. This will include reception support and hospitality for events.</p> <p>Providing clerical and office IT support (e.g. use of MS Word, Excel, PowerPoint, etc.) for administrative and teaching staff. Including preparation for report writing and parents evenings often working to tight deadlines.</p> <p>Undertaking general clerical/administrative duties, including the collection of monies, as required.</p> <p>Be willing to undertake first aid duties (training will be provided, if necessary).</p> <p>To take on the role of Associate Tutor for a group of approximately 20 pupils.</p> <p>Carry out any other duties appropriate to the level of the post as required by the Headteacher.</p>		

In contributing to a shared sense of purpose among all staff, you are required to undertake such duties as may be deemed reasonable by the Headteacher in the context of the needs of the School and with reference to the School Improvement Plan.

**Signed:** .....

**Date:** .....

**Signed:** ..... (Headteacher)

**Date:** .....

**The confidentiality of all matters relating to the school, pupils and staff must be respected at all times**