

Dawlish Federation of Special Schools

JOB DESCRIPTION

JOB TITLE : Administration Assistant - Temporary

SCHOOL: Ratcliffe School

Date:

Updated 22nd November 2016

RESPONSIBLE TO : Executive Headteacher/Business Manager

HOURS: 1150.5 hours per annum, term time only
29.5 hours per week x 39 weeks per year
(Monday, Tuesday, Thursday 9.00 – 5.00 p.m.
Friday 9.00 – 4.30 p.m., inc half-hour unpaid break per day)

GRADE : JE C scale point 12 (Scale Range 12-17)

Key Responsibilities:

- To provide part-time administrative support to the Executive Headteacher, producing correspondence and minutes of meetings to a high quality and standard of accuracy.
- To carry out reception duties, to include providing a professional and welcoming first point of contact for both visitors and when handling telephone calls, sorting and distribution of post, and co-ordination of deliveries as required.
- General admin duties e.g. mail and e-mail management, pager support, updating calendars, booking venues, taking minutes, typing reports, letters, photocopying, filing, development of admin systems and procedures.
- As required, to provide administrative support for the Human Resources function of the school, to include maintaining filing and records systems, ensuring that confidentiality is maintained.
- To support the Business Manager and Administration Team in the updating and management of SIMS records.
- To keep an accurate record of all school entry fobs.

- Update the notice boards in the office and staff room as required.
- Hospitality duties.
- To identify and attend training courses as necessary.
- All other duties as required by the Executive Headteacher.

This outlines the main duties required for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and it cannot anticipate future service demands. There is a clear expectation within this job that the postholder will make a positive contribution to enhancing and adapting services.

Signed..... Date.....

MRS. C. WHITE

Executive Teacher

Signed.....

Dated.....