

Whickham School and Sports College



JOB DESCRIPTION

Role: Administration Assistant

**Grade D: £18,795 - £19,171 per annum pro rata. Term time plus 5 days.
Hours: 1pm – 5pm 20 hours per week (with flexibility to work until 7pm which will be paid as additional hours)**

(You will be required to work from 1-5pm but you must be flexible to work until 7pm as and when needed. This will be on specified dates which are in the school calendar (e.g. parents' evenings) and some other dates on an ad hoc basis. We will also from time to time, ask for some flexibility with your hours for example during exam times. Again, this would be paid as additional hours.

The core hours of Reception are 7.45am – 5pm Monday – Friday during term time. On occasion there will be a need to provide cover for calendared and additional events until 7pm. You will work as part of a team who will cover these events on a rota basis which will be overseen by your line manager.

To perform reception, administrative and finance duties under the guidance of the Office Manager.

MAIN DUTIES

- To staff reception, ensuring all visitors are appropriately identified and signed in as per the school safeguarding procedures.
- Maintaining the meeting room booking system.
- To update pupil attendance records as required
- To assist with examinations related duties during peak exam times
- Database administration
- Recording and returning confiscated phones & jewellery at the end of the school day
- Issuing bus money to students and sending messages home

- Checking daily deliveries and addressing them for caretakers to deliver to relevant departments
- Arranging returns of goods
- Contacting suppliers about pricing queries/best value
- Taking cash payments and recording information in the correct system
- Data entry i.e. timesheets, purchase orders, student records
- Minute taking as and when required

OTHER DUTIES

- To assist with exams as and when required
- To assist with database maintenance as and when required
- To be able to cover other duties due to absence as and when required
- To assist the Office Manager with any other tasks in order to provide effective administrative support to the school

STAFF DEVELOPMENT

- To continue the process of professional development through general work within the school and undertaking relevant in-service training.
- To undertake training relevant to the role performed
- To undertake training so as to be able to substitute for colleagues as and when required

GENERAL

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. To carry out any reasonable request made by the Headteacher or line manager.
3. No Job Description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.

Signed (Post holder)

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