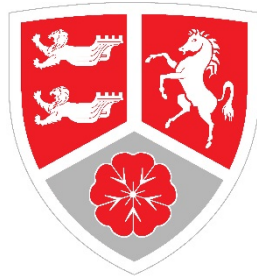


**The Charles Dickens School  
Job Description**



**Name:**

**Job Description:** Administrative Assistant

**Grade:** BCAT4

**Employed for:** 37 hours per week, term time only + 5 SDD

**Hours:** 8:00am – 4:00pm Monday to Thursday and 8:00am to 3:30pm on a Friday, with 30 minutes (unpaid) break for lunch

**Professional Relationships:**

**Responsible to:** Office Manager

**Responsible for:**

**Purpose:** to provide administrative support to the main office / teachers. Assist with general admin, reception, filing and hospitality.

**Safeguarding**

To promote safeguarding at all levels of the School as a member of support staff. A key focus of this role is to Safeguard all students at all levels across the school community. **It is expected that support staff will support teachers, Lead teachers, HOY and the DSL/ Lead Deputy DSL/ Deputy DSLs in the discharge of their DSL responsibilities:**

**Policy and Procedure**

- Act as a champion of the school's safeguarding policy and procedures and make sure you access these and understand them
- Be aware of your responsibility to challenge behaviour which breaches any of the school policies
- Be aware of, and actively promote, safeguarding within your own department to safeguard students.

**Training**

## **The Charles Dickens School Job Description**

- Undergo training to develop and maintain the knowledge and skills required to carry out your role effectively with respect to safeguarding
- Refresh knowledge and skills at least annually to remain up to date with any developments relevant your role and your responsibilities for safeguarding
- Obtain access to relevant resources

### **All members of staff have a responsibility to:**

- To provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.
- To understand the early help process and their role in it.
- To understand the schools safeguarding policies and systems.
- To undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

### **Person Specification**

#### Essential Skills

- Good numeracy and literacy skills (GCSE English and Maths or equivalent).
- Excellent communication skills
- Excellent ICT skills. Word, Excel, E-mail, Internet
- High level of professionalism and can maintain confidentiality
- Very good interpersonal skills
- Work under pressure
- Meet Deadlines
- Organised
- Take initiative
- Flexible

#### Desirable

- Experience of working in a school
- Experience in administrative work
- Accurate, fast and efficient typist

**The Charles Dickens School  
Job Description**

**Job Description**

<b>Accountabilities</b>	<b>Indicative tasks/actions</b>
Carry out general admin support for teaching staff and main office.	Prepare and issue letters Student Filing Ordering stationery & equipment Photocopying Assist in incoming/outgoing mail Maintenance of franking machine Archiving/shredding Staff ID badges Hospitality for meetings Ensuring meeting room is clean and ready to use. Bromcom general input & labels Assist HT's PA & other Administrators when required
Admissions	Input student data into Bromcom– Yr 7 and new entrants
Give administrative support to the relevant Heads of Year	Arrange necessary stationery orders Filing student information Prepare and issue letters Issue and distribute emails and memos as requested Collate and distribute documentation to tutors and or other staff Assist with the development of relevant student literature.
Give administrative support to the relevant Curriculum Leaders	Filing student information Prepare and issue letters Issue and distribute emails as requested
Co-ordinating all parental/student communication via Parent Mail and the Parent/Student Portals in SharePoint	Meet with PA to organise systems for all post & electronic communications. Ensure all documentation has been approved by SLT  Manage systems for My Child At School (MCAS)  Upload information into the Parent and Student Portals
Assist with the organisation and coordination of specified and occasional school activities and events as directed by the Officer Manager so that efficient arrangements and procedures are in place	Fire drills and evacuation tasks Assist at open mornings First Aid Cover of the Medical Room as required

**Staff Development:**

**The Charles Dickens School  
Job Description**

- To assess development and training needs and discuss with line manager
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant
- To keep personal records of all staff development activities in which you are/have been involved

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Executive Headteacher and Headteacher

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Executive Head / Headteacher the other.

Signed: ..... Date: .....