

## **JOB DESCRIPTION**

Job Title:	<b>Administrative Assistant</b>
Reports to:	<b>Business Manager</b>
Pay Grade:	<b>Kent Range 4</b>

### **Purpose of Job:**

To provide a high quality reprographics service and efficient administrative duties producing materials for teaching and learning, marketing and community use, promoting a professional image of the School.

### **Principal Accountabilities:**

- Provide general literature for educational purposes using digital copier and printers
- Photocopy, scan, laminate and bind documents, observing copyright laws
- Print and distribute pupil reports and pupil assessment data
- To keep all equipment operational, stocked and clean to ensure the smooth running of reprographics, liaising with the photocopier supplier when required and informing staff of any technical issues
- Support and guide members of staff on photocopier use
- Keep accurate details of whole school photocopying usage
- Monitor reprographic resources and complete order requisitions to replenish stock levels sourcing best value
- Monitor paper/card stock and complete order requisitions to replenish stock levels
- Ensure all resources are stored tidily
- Carry out administrative tasks using Microsoft Office 365 to produce parent letters, Newsletters, certificates, classroom resources, ensuring templates are kept up-to-date
- Proofread and format Department correspondence prior to distribution
- Distribute parent information via the School's online communication app
- Assist with the organisation of resources for school events
- Organise the co-ordination of whole school photographs
- Import pupils' information on to appropriate curriculum software
- Support teaching staff to access assessment templates to enter pupil data
- Create reports for Senior Leaders on Assessment and Achievement

### **General**

- Present the school in a positive way in the community.
- Respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.
- Support the aims and ethos of the school, showing respect for self, each other and the environment.
- Promote equality in all individuals.
- Set a good example in terms of dress, punctuality, attendance and behaviour.
- Attend team and staff meetings during working hours as required.
- Regularly check emails and pigeonhole for correspondence during working hours as required.
- Undertake professional duties that may be reasonably assigned by Senior Leaders.
- Undertake professional development and training opportunities to secure own working knowledge of new initiatives and practice.
- Comply with all school policies and procedures in particular those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

**The job description is subject to the changing needs of the school and other duties may be required from time to time. It will be reviewed as part of the appraisal process.**