

**Tel: 01474 365485**

**Ifield School**

**Cedar Avenue**

**Gravesend**

**Kent**

**DA12 5JT**

**Fax: office@ifield.kent.sch.uk**

**Web: www.ifieldschool.com**

****

**Mrs Maddie Arnold-Jones Headteacher**

**JOB DESCRIPTION - Ifield School – Administrative Assistant**

**NAME:**

**POST:** Ifield School Administrative Assistant **SALARY**: Kent Range 4

**LOCATION:** Ifield Foundation Special School

**HOURS:** 30 hours per week. Term-time only. 8.30am-3.30pm Monday- Friday

(1 hour lunch break)

**PURPOSE OF JOB**

* To provide a highly positive and professional reception service and general administrative support to the school under the direction of the Headteacher and Director of Finance & Resources.

**REPORTING TO:**  1. Headteacher

2. Director of Finance & Resources

3. Office Lead

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Provide administrative support under the direction of the Office Lead, to enable effective and efficient general administration services to Ifield School and The Cedar Federation.
2. Provide administrative and organisational services to the school.
3. Liaise with pupils, parents/carers, staff and external agencies.
4. Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages.
5. Organise meetings, record on the school calendar and take minutes of meetings as required.
6. Process forms and returns, including those to outside agencies.
7. Contribute to the planning and development of administrative procedures and systems.
8. Respond to reception and visitor enquiries following with the school’s safeguarding procedures.
9. Organise arrangements for offsite educational visits and events.
10. Assist with producing marketing and promotion material for the school.
11. Organise the distribution of fruit to classes.
12. Assist Teachers and Teaching Assistants with the collection and delivery of pupils to class.
13. Administrative tasks for classes e.g. supporting with letters for offsite educational visits and events.
14. Assist with the delivery and collection of post, parcels and deliveries to the school.
15. Organisation of minibus timetable.
16. Act as a point of contact within the school for staff, parents and others seeking contact with the Headteacher and other leaders– ensuring visitors and callers receive a professional welcome.
17. Manage telephone calls for the Headteacher and other leaders in line with the school’s communication process, resolving matters with sensitivity and confidence, whilst using initiative as required and communicating as necessary.
18. Maintain and update manual and computerised records/management information systems.
19. Manage all sensitive and confidential matters with discretion.

“**Only the Best” for Ifield School**

Ifield School aims to provide an outstanding and supportive learning environment; one which allows everyone to achieve their very best, with high self-esteem and respect for others in the community, so that they are able to take their place in society with confidence and pride.

**The Job Description may 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.**

|  |  |
| --- | --- |
| **Signed:** | **Signed:** |
| **Headteacher: Maddie Arnold-Jones** | **Name:** |
| **Date: January 2024** | **Date: January 2024** |