Goldwyn School

**Job Description:** Administrative Assistant - Goldwyn Ashford

**Job Title:**  Administrative Assistant

**Employed For:** 20-35 hours per week term time only plus staff development days

**Hours of Work:** Monday to Friday. Hours to be discussed and agreed

**Employed at:** Goldwyn Ashford

**Responsible To:** School Business Manager/Principal

**Purpose of the Job:** To operate as a member of the administration team to support the reception and administrative tasks for the school

The post holder will demonstrate a commitment to the vision, school development plan and policies of the school. In return the management are committed to support the training and development of all members of staff. We aim to provide staff with the skills they need to fulfil their duties so that we achieve the highest standards in all we do. The post holder will share the responsibility for identifying their needs and will demonstrate a commitment to work collaboratively and cooperatively to fulfil these.

**Key Duties and Responsibilities:**

* Receive all visitors to the school including staff, students and parents extending a warm welcome
* Assisting with visitors ensuring they are signed in and offering refreshments as appropriate
* Process incoming and outgoing telephone calls, taking messages and answering queries as appropriate
* General administrative support for the administration team and SLT, as required
* Undertake inputting and extracting of data on the computer systems, pro-actively obtaining information to ensure up to date and accurate recording
* Maintain filing systems and undertake photocopying and other relevant duties under the guidance of the School Business Manager
* Comply with policies, procedures and undertake relevant training relating to child protection, health, safety & security, confidentiality and data protection, reporting all concerns to an appropriate person.

As the Educational Visits Administrator, be responsible for supporting the Educational Visits Coordinator (EVC) by:

* Ensuring that all the required checks, risk assessments and paperwork are in place and procedures followed for all educational visits and activities.
* Working closely with the EVC.
* Maintain records relating to trips, using Evolve (training will be given).
* Ensure that trips are planned according to school policy
* Ensuring compliance with GDPR as regards handling and storage of data

**Health & Safety**

* To be ever mindful of the dangers that threaten the wellbeing of students and staff alike
* To supervise the use and care of the learning environment.

**Performance Development:**

* All staff must complete a satisfactory Performance Review in accordance with the Pay Policy to ensure pay progression

**Staff Development:**

* To assess development and training needs and discuss with line manager.
* To set your own targets before any development activity (linked to the relevant standards). To 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.

**Safeguarding**

Goldwyn is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Principal.

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post. In addition it may be amended at any time after consultation with you.