**Purple = Reprographics**

**Green = Another Process Assistant’s Responsibility**

**Orange = Another Process Assistant’s Responsibility**

**Black = All**

**Support Staff Job Description**

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| **Support Staff area** | Administration |
| **Support Staff Team:** | Process Team |
| **Post Title:** | **Process Assistant** |
| **Purpose:** | * To support the school to carry out delegated administrative tasks and procedures so that the school meets all deadlines and standards |
| **Reporting to:** | Process Manager |
| **Key Success Indicators:** | * All administrative tasks are completed to the deadlines as per the school calendar * All external literature, including letter to parents, and e documents pertaining to promotion of the school reflect the highest standards in literacy and presentation * All school records are current and accurate. * Schedule is in place to ensure information is provided for the SLT, Governors committees and external agencies. |
| **Liaising with:** | The Processes Team, Welcome Team, Maintenance, Catering, ELT, LPD’s and PM’s |
| **Working time:** | Term Time at 37 hours per week plus an additional 37 hours to be worked outside of School hours. |
| **Salary/Grade:** | Grade 4 |
| **Main (Core) Duties** | |
| **Provide Administrative support for School Leaders** | * Generating letters to the agreed standards * To take minutes of meeting as requested * Proof reading , printing and distributing reports * Coordinate, proof read and produce school publications, including news letter, school website and handbooks * To liaise with the Leadership Team, Learning Sets & external provider to ensure the School Journal is revised & coordinated. * To support the production of welcome packs for new staff and students * To ensure that at the beginning of each new academic year all administrative tasks are completed to enable smooth transition * Generating certificates for students * Organisation of Achievement Assemblies, Prize Giving, EXPO and Parents’ Evening including organisation of areas and hospitality and letters to parents informing of the dates and arrangements * To survey parents as a follow-up to school events * Produce data summaries for Governors Committees and/or Reports, and SLT meetings according to area of specific responsibility * To coordinate on-line surveys of both staff and students |
| **Maintaining SIMs Data base** | * Ensure data base information is current and accurate by regularly updating new information * Ensure spread sheets meet the needs of the school to enable tracking and monitoring * To support progress managers with the collection and collation of data * To co-ordinate, organise & prepare Student Grade Reports for distribution liaising with Key Personnel. * To generate target grades & progress reports/data using Assessment Manager within Sims * To attend Progress Manager weekly meetings * To update & maintain the school’s War Room with current progress data * To assist with the production of the School Timetable in terms of grouping & printing. * To assign & amend students to classes (Curriculum) & to modify Community Hour Groups. |
| **Policies and Procedures** | * To take responsibility for reviewing and updating school policies as directed by Process Manager |
| **School Organisation** | * To monitor student behaviour and ensure smooth transition between lessons * To carry out break and lunch time supervision as requested * To deliver aspects of the school’s Extended Learning Programme * Following school policies and procedures especially those relating  to child protection and health and safety * To support the exams officer with admin tasks as necessary * Exam Invigilation |
| Every Process Assistant as part of their role is expected to take overall responsibility for a number of Additional tasks from the list below | |
| **CPD** | * To co-ordinate the CPD schedule and keep records of staff training and attendance to sessions for both T&L & H&S. * To collate staff evaluations of training- both internal and external training for both T&L & H&S. * To organise and ensure all necessary staff are trained for Fire, First Aid, Child protection and health and safety as required |
| **Reprographics** | * To carry out all reprographics for the school as requested to include scanning, binding and laminating |
| **AEN Support** | * To provide administrative support for the AEN Team as directed. |
| **School calendar** | * To collate information for the school calendar and update and publish it so that it is accurate and current |
| **School Post** | * To be responsible for the franking of post |
| **Legislation Compliant** | * Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for students. |
| **Other Specific Duties** | |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.  Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  Employees are expected to be courteous to colleagues and provide a welcoming, and professional environment. This applies to all forms of communication including email, internet, text and telephone conversations  This job description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the job which are commensurate with the salary and job title. | |

Signed:

Date: