JOB DESCRIPTION – ADMINISTRATION ASSISTANT

BOWER GROVE SCHOOL

**Date:**

**Post Held:**  Administration Assistant - Kent Range KR4

Hours worked: 35 hours per week term time only – Mon – Fri 10.00am – 5.00pm

**Line Manager:** Office Manager

## **Purpose of Job**

To provide effective and sensitive administrative support to the Office Manager, Leadership Team and other members of the school.

## **Principle Accountabilities**

* To co-ordinate the administration process and type the annual EHCP’s (Educational Healthcare Plans) for pupils
* To assist with reception duties, dealing with visitors and parents
* Receive telephone calls and action as appropriate, recording and delivering messages etc
* To undertake First Aid and medication duties as part of the team
* To undertake other general administration duties as directed in support of the day to day administrative running of the school

The job description is to be reviewed on an annual basis through a professional dialogue of the appraisal process with the Office Manager. In addition, it may be amended at any time after consultation with the Office Manager or Head Teacher.

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

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

 (Headteacher)