**JOB DESCRIPTION**

**Job Title:** Administrative Assistant **Grade:** Kent Range 4

£16,155 actual - prior to the 2020-21 increment

**Reports :** Office Supervisor **Date:** June 2020

**Job Holder’s Name:** Vacancy

**Main Responsibilities**

* To work under the direction of the Office Supervisor to provide administrative and clerical support to the school staff. This is a full-time role, term-time only, plus 4 weeks to be worked in the school holidays; this includes the last 2 weeks of the summer holidays.

**Key responsibilities**

Administrative and clerical tasks include:

* Provide administrative support to the various faculties across the school – work is assigned via the Office Supervisor.
* Organise the administration of key school events, for example Prize Giving Evening.
* Maintain/update the Single Central Record and complete DBS requests as a liaison officer.
* Prepare weekly staff and parent/student updates.
* Take minutes as required.
* Assist with post distribution and the franking of mail.
* Log information on our management information system (SIMS).
* Assist in the interview process on days of interview.

**Additional responsibilities**

* Act as a Fire Marshal.
* Be a school First Aider.
* Provide reception cover as necessary.
* Receive training in a number of admin functions in order to provide backup support, for example website updates.

**Agreed by: Approved by:**

Sharon Pritchard, Headteacher

**Date: Date:**