JOB DESCRIPTION – ADMINISTRATION ASSISTANT

BOWER GROVE SCHOOL

**Name:**

**Date:** January 2022

**Post Held:**  Administration Assistant

Kent Range KR3 (£18,425 FTE)

Hours worked: 15 hours per week term time only (Mon & Tuesday 9.00am to 5.00pm)

Term Time Only

**Line Manager:** HR and Auxiliary Team Manager

## **Purpose of Job**

To provide effective and sensitive administrative support to the Office Team, Leadership Team and others members of the school as required.

## **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
* To undertake reception duties as required, both over the phone and initial dealing with visitors
* Receive telephone calls and action as appropriate, recording and delivering messages etc
* To undertake other general administration duties as directed in support of the day to day administrative running of the school
* To be a First Aider for the school
* To administer medication to pupils, as required
* To undertake pupil confidential filing as directed by the Pupil Manager
* Any other duties as required commensurate with the responsibilities of the post.

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

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

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

(Headteacher)