



Administrator with First Aid

NAME:

SALARY:

Band C plus first aid payment £120 pa.

HOURS:

37 hours per week Term Time plus 2 weeks plus Insets

HOLIDAYS:

To be taken during the school holidays

ACCOUNTABILITY:

All staff work under the reasonable direction of the Headteacher and the Leadership Group with delegated responsibility. Accountability is otherwise as set out below:

Accountable to: Administration Manager/Pastoral PA

You are required to work as part of the administrative team, taking a reasonable share of general, clerical and administrative tasks. This includes items such as the following but this is not an exhaustive list as the job requires a flexible and adaptable approach.

- Administration related to students joining and leaving the school including
- Coordinating visits and meetings with Associate AHT: Deputy Pastoral for new students joining the school during the year
- Collating and reporting pupil numbers
- Keeping pupil records on SIMs database up to date
- Maintaining the recording of split families
- Administration relating to Class Charts
- Administering First Aid to students as required
- Assisting with all administration for Y7 New Intake and to be present at New Intake Evening (to be paid separately at hourly rate)
- Assisting in the inputting of new intake induction booklets onto SIMs ready for September
- Undertaking a share of curriculum and pastoral based administration work including word processing of letters from the Office In-tray
- Assisting with administration for End of Year events including Unmissable Events and Y11 Prom.
- Reading the office email account and forwarding emails to the appropriate member of staff. Logging actions on SIMs and send responses from staff direct to parents.
- Assisting with administration for Curriculum Calls and logging on SIMs
- Assisting Pupil Receptionist when required
- Organisation of lost property to ensure its return to its owner where possible
- Administration relating to Free School meals
- Support the team with answering incoming calls as required
- Covering main receptionist at lunchtime on a rota basis

In General

- Assisting other colleagues in the administration team when required
- Covering for absent colleagues within the administration team

- To contribute to the overall ethos, work and aims of the school
- To participate in the school's performance review process
- Working collaboratively with colleagues
- Adhere to school policies and procedures.
- Undertaking any other reasonable, related duty which the Headteacher may request from time to time within a reasonable work schedule

All jobs are subject to change and this job description is to be reviewed annually or at any other mutually convenient time

Signed: _____
Headteacher

Signed: _____
Administrator

Date: _____

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