



Admin Assistant (Maternity Cover) Job Description

Responsible to: Data Manager

Job Purpose

To carry out a comprehensive range of administrative tasks

Main Responsibilities

- Conduct lesson checks throughout the school day to identify students who are absent from lessons.
- Maintain accurate documentation of lesson checks, student locations and follow-up actions.
- Review school registers to ensure records are accurate and complete
- Share with other office staff if the receptionist is unavailable, act as first point of contact for general parent/pupil/visitor enquiries, responding within standard procedures or referring the enquiry to an appropriate destination.
- Attend to student needs at the student window.
- Contribute to the smooth running of the school's reception office.
- Share and answer external telephone calls.
- Share and respond to emails received to reception email inbox
- Produce and process routine documentation/ correspondence against a broad framework provided by the senior management team/ other teaching staff
- Administer student absence system & procedures.
- Provide cover for other office staff absences.
- When required input and extract staff/pupil information using manual and computer based systems, including medical information
- Undertake school communications
- Provide cover for the First Aid Officer during periods of absence, responding to first aid incidents and ensuring continuity of first aid support.

Notes

The above duties are subject to the general roles and responsibilities contained in the Statement of Conditions of Employment.

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 the Headteacher to undertake work of a similar level that is not specified in this job description. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. It is not necessarily a comprehensive definition of the post and will be reviewed annually. It may be subject to modification or amendment at any time after consultation with the post holder and the duties may be varied to meet the changing demands of the school at the reasonable discretion of a Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete their particular duties.