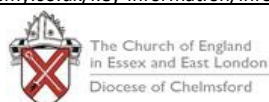


Job Description
Adminstration Assistant

Grade	Scale 3 Point 4 Outer Fringe £19,559 FTE, Actual Salary £14,267.41
Reports to	Headteacher, Senior Administrator (as applicable)
Liaison with	Headteacher, Senior Administrator, Other Staff, Pupils, Parents, External Agencies, Visitors, ECC staff, Governors
Job Purpose Duties	To provide effective and efficient clerical and welfare support to the school Welfare <ul style="list-style-type: none">• To administer first aid to pupils as required, in keeping with the school's policy, and order first aid supplies as necessary• To liaise with parents regarding pupils' sickness/injury• To assist with visits of nurse, dentist etc• To assist with the general welfare of pupils Reception <ul style="list-style-type: none">• To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate• To ensure school security arrangements are always complied with, including the issue of visitor's badges and signing of the visitor's book• To accept and sign for deliveries as appropriate• To provide hospitality for visitors to the school Clerical <ul style="list-style-type: none">• To undertake filing, photocopying and reprographic work as required, including the basic maintenance of the photocopier• Sending of outgoing post and sorting incoming post, including the purchase of stamps• To provide general clerical support as required• To assist with the monitoring and maintenance of stock• To assist with the administration of school visits in liaison with the teaching staff• To undertake routine data input and typing• To assist with lost property

***'God's word is a lamp to guide our feet and a light for our path'
Inspired by Psalm 119:105***

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General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive or exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

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