

GREAT HEIGHTS ACADEMY TRUST

WEST VALE ACADEMY

JOB DESCRIPTION

POST TITLE: Administration Assistant

HOURS OF WORK: 10 hours per week 9.00 – 11.00 a.m. Monday to Friday term time only

PAY GRADE: Scale 2

JOB PURPOSE: To provide administration support to ensure that the school operates efficiently and effectively.

RESPONSIBLE TO: The Principal

RECEIVE INSTRUCTION FROM: School Administrator, Principal, School Staff

Prime objectives of the post:

The postholder will be expected to provide effective administrative support within the school, using their initiative and organisational skills.

Responsibilities:

Administrative

- Reception duties, receiving visitors in a welcoming and professional manner, ensuring school security/safeguarding policies are adhered to at all times.
- Provide general administrative support to the school office
- Telephone duties, dealing with messages and information
- Checking delivery of goods and storage of office supplies
- Opening post and distributing accordingly
- Assisting with school money payments system,
- Texting messages to parents
- Assist with the day to day recording of school meals, collating school meal choices & providing the catering department with daily numbers.
- Collection of cash at reception and issuing uniform, performance tickets etc.
- Monitoring attendance using Integris and follow school policy to investigate unreported pupil absences
- Maintenance of Integris Pupil Data Base
- Producing general letters and notes as requested by staff.
- Assist with the smooth running of the general office
- Work as a member of the team

PR and Marketing

- To assist with any marketing activities for the school, using social media platforms, including Facebook, Twitter and the website
- Production and distribution of the monthly newsletter
- Be responsible for updating the school website

The postholder will:

- Be expected to ensure privacy and confidentiality of information, complying with Data Protection legislation
- Participate in training
- Contribute to the overall ethos and aims of the school
- Be aware of and comply with all school policies and procedures
- Follow the direction of the School Administrator and Principal to complete other reasonable duties that ensure the smooth running of the school.