



Parmiter's School

Job Description

Post: Administration Assistant

Salary: H5

Safeguarding Children: This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Administration Assistant will undertake administrative duties to ensure that the school communicates effectively with all stakeholders. They will work as a member of a team of administrators to service the needs of the school. The Administration Assistant will act with professionalism and integrity as befits the position.

Main responsibilities

This includes:

- Oversight and day to day management of the general **Admin email account**.*
- Addressing parent/carer queries on the telephone and by email.
- Liaising professionally and effectively with colleagues and parents/carers to promote timely and efficient communication.
- Working with the Assistant Headteacher with responsibility for staff cover to administer the **cover system**.
- Administration of **staff training**; booking courses and recording training information in staff records.
- Oversight of and recording information in the **school calendar**.
- Administration of **Gold Forms**.
- Administration of a number of school events including **Speech Nights** and **Careers events**.
- Administration of **Parents' Evenings**.
- Providing administrative support to the Head of Careers.

- Administration in support of **Summer School**.
- Oversight and administration of **DBS checks for volunteers** and associated records on the Single Central Record.
- Administration of staff meal orders for various activities.
- Updating information on the **school website**.
- Creating **SIMS reports**, including medical and contact lists.

*Including during school holiday periods by arrangement.

Personal Development

- To **participate in** and **contribute to** department meetings.
- To engage in and build on positive **working relationships** within the department and throughout the school.
- To reflect and act on **feedback** and undertake relevant CPD and training as identified.
- To attend departmental and school briefings and meetings.
- To undertake **annual reviews** in line with the school's Appraisal Policy for Support Staff.
- To identify appropriate training related to the role

The **Administration Assistant** is line managed by the **Headmaster's PA**.

Promotion of the school and its values

- To make a **positive contribution** to the life of the school and **exemplify the school vision and values**.
- To ensure that all department members are familiar with the **school vision**.
- To promote, advocate and follow all **school policies**.

While every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified and the post holder may be asked to undertake any other task reasonably requested by the Sixth Form leadership or the Senior Leadership Teams. This job description will be reviewed annually and may be changed to reflect or anticipate changes in the post which are commensurate with the salary and job title.

Person Specification

			Evidenced by	
	Essential	Desirable	Application	Interview
Qualifications		*Safeguarding *Prevent First Aid *training will be provided	✓ ✓ ✓	
Previous work experience	Experience of working within a professional administrative setting	Experience of working in education	✓	
Professional skills & knowledge	Excellent written and oral skills Excellent IT skills and ability Ability to plan, organise and prioritise to meet deadlines Ability to respond quickly and effectively to issues Ability to plan, organise and prioritise to meet deadlines Ability to use initiative and take action accordingly Excellent attention to detail Ability to build effective working relationships with stakeholders Understanding of data protection and confidentiality		✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓
Personal Qualities	Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school Commitment to promoting the ethos and values of the school			✓ ✓

	<p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p> <p>Ability to deal with difficult situations effectively and professionally</p>			<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
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