

## **JOB DESCRIPTION**

Job Title:	Administration Assistant
Grade:	LGS Band 2 whole range (11-16)
Hours:	27.5 per week 8.30 – 2.00
Weeks:	39 working weeks per annum
Responsible to:	Headteacher's PA
Closing Date:	12 Noon Monday 4 February

- Provide an administrative service to various leaders including:
  - Managing diaries and appointments
  - Arranging meetings including venues and catering
  - Leading on who school administrative tasks e.g. student organiser.
- Assemble information for various leaders and distribute as necessary
- Receive and send emails and respond as necessary on behalf of various leaders.
- Typing of letters, reports, PowerPoint presentations and booklets etc. and copy and distribute accordingly.
- Liaise with teachers, students, parents and outside organisations as necessary.
- Ensure prompt action for both incoming and outgoing calls.
- Undertake a variety of regular admin tasks.
- Compose routine correspondence.
- Prioritise workload to ensure correspondence is dealt with within agreed guidelines.
- Liaise with Headteacher's PA as necessary.
- Actively support the administration team at pressure times.
- Ability to work under pressure with speed and accuracy in order to meet deadlines.
- Deputise for Receptionists and Pupil Receptionist during their absence.

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The duties may be varied to meet changed circumstances in a manner compatible with the post held.

The 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 the particular duties as set out above.