



# Quarrydale Academy

## Job Description

### **1. Title of Post**

Administration Assistant

### **2. Name of Employee**

### **3. Salary**

Grade 3, scp 5-7, £18,795 - £19,554

Full Time, 37 hours per week. All Year Round.

### **4. Accountable and Responsible To:**

Responsible to the Head Teacher through the Academy's Line Management Structure.  
Direct Line Management by the Administration Manager.

### **5. Main Purpose of the Job**

The provision of routine clerical, administrative and reception support to the Academy as directed, including specific data/curriculum functions, Admissions, Transition team support, SENCO admin support, reprographics and staff and student services.

### **6. Responsible for the Following Key Tasks:**

The following points represent some of the key tasks the post holder will carry out. It is not intended as an exhaustive list as there will be others which become apparent and lead on from the areas indicated below.

1. Undertaking Admissions administration.
2. Providing general clerical support to staff within the Academy as necessary, including
  - a. Whole-Academy mail outs
  - b. Facilitating student – parent communications
  - c. Other stakeholder communications
3. Covering reception duties as and when required and as directed by the Administration Manager, in accordance with the 'Administration Assistant Receptionist' job description.
4. Printing of student timetables.

5. First Aid provision to staff
6. First Aid provision to students and associated necessary communications with parents
7. Assisting with the presentation of areas for events
8. Providing directions, advice and information to basic enquires from students
9. Providing advice and information to basic enquiries from staff.
10. Liaising with outside agencies, other schools and other relevant authorities regarding student welfare and records as required
11. Checking and returning statistical information, as required, to relevant authorities as required
12. Preparing presentation, displays and PR materials
13. Undertaking and leading on reprographic functions for teachers, support staff and students
14. Collating and filing documents including students related letters and records
15. Enlarging and reducing documents
16. Pouch and roll laminating documents, posters, displays and other material
17. Working with the senior leader responsible for appeals by arranging hearings, collating information, and processing the student into the Academy
18. Minute taking at meetings including
  - a. Staff briefings
  - b. SEN meetings
  - c. Multiagency support / review meetings
  - d. Appeal hearings
  - e. Senior leadership requests
19. In consultation and as directed by the relevant member of the Senior Leadership Team; to Administer new intake/midterm student admissions/transfers and transition, including input and dissemination of appropriate data to staff and onto the Academy systems, liaising with other schools and colleges in relation to student level data/files as necessary
20. Ensuring the completion of the student census data and other statistical information commensurate with role as and when required by external agencies and authorities such as Department of Education and OFSTED
21. Updating annually and maintaining throughout the year accurate whole Academy student/class lists and individual student timetables and undertaking end of year transfers.

22. Collation and checking of student annual reports
23. Updating annually and maintaining throughout the year accurate whole Academy student level target setting and tracking databases in consultation with the responsible member of the Senior Leadership Team
24. Undertaking other tasks and duties to ensure the effectiveness and efficiency of whole Academy examination and data functions commensurate to the post and in consultation with the Administration Manager as necessary
25. Administration for the SENCO and/or Transition Team
26. Inputting school trips onto the County system (EVOLVE).
27. Inputting class lists onto the main school database (SIMS) including the setting up of the Academic year / end of year SIMS administration.
28. Administration of the Evening of Celebration.
29. Administration of exclusions.
30. Mentoring apprentice/s.
31. Being aware of the GDPR and Data Protection Act and other legislation to ensure the confidentiality of records and information is maintained.

**All staff:**

1. Comply with the requirements of Data Protection and other legislation specifically relating to personnel records.
2. Contribute towards the priorities identified in Academy Improvement Plan.
3. Initiate and manage relevant improvement processes to support the continuous development of staff and Academy.
4. To participate in appropriate staff meetings, training sessions, including INSET, where required governor committees and other meetings as identified by the Headteacher.
5. Seek win-win solutions.
6. Be a positive voice for the Academy in the community.

**Health and Safety:**

7. Comply with all statutory requirements in relation to Health & Safety and be aware of the Academy's Health & Safety policy.
8. Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
9. Co-operate with the Academy on all issues to do with Healthy, Safety and Welfare.

**Continuing Professional Learning:**

10. Actively engage and seek opportunities to improve own professional learning.
11. Undertake professional development necessary as identified in Academy Improvement Plan, performance management reviews or as a result of developments.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature should be incorporated into the job description in specific cases.

The job description may be subject to amendment or modification, should circumstances change, and any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with the Headteacher who may involve Governors.

**7. Further Statement**

Employees are expected to maintain high standards of customer care, to uphold Academy policies and health and safety standards and to participate in training activities necessary to their post.

Employees are expected to be courteous and provide a welcoming environment for visitors and telephone callers.

The Academy will endeavour to make necessary reasonable adjustments to the job and working environment to enable employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is effective from 1 May 2019. The contents have been agreed in consultation with the post-holder/s and the Academy.