

ELTHORNE PARK HIGH SCHOOL

Assistant Administrator

JOB DESCRIPTION

Purpose of Post:

- Under the instruction/guidance of the Office Manager and other senior staff, provide general, clerical and administrative support to the school.
- Be responsible for promoting and safeguarding the welfare of students in the school.
- Fulfil the functions outlined below in order that the school provides an efficient education for its students.

Duties and Responsibilities:

1. Undertake such administrative duties and activities necessary for the smooth running of the school.
2. Provide general clerical/admin support to senior and other staff.
3. Assist in staffing the telephone switchboard and dealing with students, staff and other visitors in a friendly and efficient manner
4. Operate relevant ICT packages eg Word, Excel, Google, databases and spreadsheets to a good standard
5. Assist in the management of student records on the School Information Management System (SIMS)
6. Assist with the administration of suspensions including typing letters, liaising with relevant staff, gathering paperwork for hearings and setting up governors' panels as required
7. Assist with the analysis of safeguarding incidents under the direction of a senior leader
8. Provide support to staff with their data collection eg for parental reports
9. Provide cover for other members of the admin team and the welfare officer as needed
10. Undertake such training as is required to effectively perform the above duties
11. Support whole school events such as summer results day, open evenings and parents' information evenings as agreed
12. Undertake such training as is required to effectively perform the above duties.
13. Adhere to the school's policies and procedures.

These duties may be varied to meet the changing demands of the school. This will normally be conducted through consultation, but the school reserves the right to review and amend the job description.

