

- Act as link for all staff through telephone and internal communications systems including forwarding electronic mail addressed via the administration email in a timely manner.
- Support administration staff by the provision of general clerical work in the offices of the Academy when required or during periods of staff absence.
- Signing late students in/signing students out through the appropriate channel e.g. parental contact
- Assisting in the issuing and collection of temporary Swipe cards/Travel Cards/Trip Mobiles etc. and logging details.
- Assisting and supporting the daily function of the school office and maintaining the office environment
- Carrying out photocopying or other admin tasks
- Distributing documentation as required e.g. staff pigeonholes
- Dealing with internal/external post
- Maintaining and servicing staffroom, school office notice boards
- Attending relevant courses to facilitate role
- Assisting the Office Manager with setting up files for student admissions
- Undertake necessary first aid training and administering medication training to support students with medical needs.
- To be one of the main first aiders for first aid for staff, pupils and visitors to the school.
- To cover the School First aid room as and when required
- To cover in the absence of office colleagues for administrative tasks

General Overview:

- It is anticipated that responsibilities and duties will evolve and an annual review of the post is anticipated.
- To take part in the school appraisal process.
- Carry out other duties as required by the Headteacher, senior staff or line manager commensurate with the post.
- To carry out these responsibilities taking full regard of the school's Equalities Policy, the philosophy of Inclusion and encouraging its successful implementation
- Commitment to safeguarding and promoting the welfare of children and young people and an expectation for all staff to share this commitment
- To support the Governing Body in its whole-hearted adoption of all the school's policies and aims
- To undertake any other duties commensurate with the role



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The Award for
MAKING A DIFFERENCE -
SECONDARY SCHOOL OF THE YEAR

PERSON SPECIFICATION

	METHOD OF ASSESSMENT		
	Application Form	Interview	Test
ABILITIES			
1) Ability to operate a range of basic resources and equipment, including computers and photocopiers	✓	✓	✓
2) Ability to use proficiently standard office computer software, including word-processing, spreadsheet, database, and Internet systems.	✓	✓	✓
3) Ability to absorb and understand a wide range of information concerning the functions of the school.	✓	✓	
4) Ability to build and form working relationships with pupils, parents/carers and colleagues, to work flexibly across operational boundaries, and to work as a member of a team.	✓	✓	
SKILLS			
5) Verbal and written communication skills appropriate to the need to communicate effectively with colleagues and parents/carers.	✓	✓	✓
6) Good standard of numeracy and literacy skills.	✓		✓
			