

## Job Description

**POST TITLE:** **Administrative Support Assistant**

NJC Scale 2

37 hours per week, temporary, term time only

**POST RESPONSIBLE TO:** Business Manager and Headteacher's PA

**POST RESPONSIBLE FOR:** The post has no responsibility for staff

### MAIN PURPOSE OF THE JOB

To provide an efficient and effective clerical and administrative support service for the school.

### DUTIES AND RESPONSIBILITIES

- Provide general administrative support to school.
- Provide support/cover for Main Reception.
- Provide administrative support for SLT, Teaching staff and Support Staff.

### GENERAL

- To have due regard for data protection, confidentiality and health and safety policies.
- Plan, organise and carry out work to strict deadlines including prioritisation of own workload, referring queries as necessary to Business Manager.
- To undertake appropriate training as required.
- To take part in the annual professional development reviews for support staff being aware that job descriptions are subject to regular review.
- To undertake any other duties which may be assigned to the post from time to time as directed by the Headteacher.

### CONTACTS

Regular: Senior Leadership Team, Heads of Department, Teaching Staff, Support Staff, Students, Parents/Carers, Local Authority Staff, Other Educational Establishments, External Agencies and Visitors.

### HEALTH AND SAFETY

The person appointed must at all times work within the requirements of the Health and Safety at Work Act 1974, current Health and Safety legislation and the school's and the LEA's policies and procedures.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

***Our Community — Our Future***

**A place of excellence where learners are proud of their school and confident of success**

Headteacher  
Mr J. E. Barker

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