

## ADMIN ASSISTANT JOB DESCRIPTION

### Purpose of Job

To support the administrative functioning of the School. This will involve working on the School Reception and carrying out a wide variety of other tasks to support the effective running of School life. They will report to the Headmaster. Their duties and responsibilities may be changed or adjusted from time to time according to the exigencies of school life, and to suit the School's development.

### Duties and Responsibilities

#### General Administration

- Work on the School Reception, answering the phone, providing admin support to parents and teaching staff, and providing a warm welcome to visitors
- Deal with all incoming communications to the School, including both routine and non-routine enquiries
- Oversee registration, ensuring accurate registers are kept and recording details of student absences
- Send out correspondence as required, proof-reading messages from others and writing to a high standard
- Devise and maintain office systems (filing, records, agendas, minutes, reports and other documents) as required, especially assisting with the school's move to more computerised systems for storing information
- Assist in the production and proof-reading of accurate and high-quality school publications and documents
- Maintain noticeboards around the School
- Manage the fingerprint door entry system, setting up new students and staff members as necessary
- Carry out a range of other admin tasks, including photocopying, laminating, shredding, mailings, ordering stationery, data entry, going to the post office/bank/etc if required, and other similar tasks
- Assist with Admission queries and tours.

#### Calendar and Events

- Organise the school calendar, scheduling events as instructed, checking for clashes and resolving queries, then proof-reading and arranging for accurate calendars to be printed before the start of each term
- Assist with the organisation of school events and provide administrative support for them, including but not limited to set up, transportation, catering and coordination with other organisations

#### Buses

- Assist the Operations Manager with transport arrangements, including keeping accurate records, ensuring messages are communicated regarding any changes, and producing timetables as required
- Arrange driver cover for school trips and events, as well as organising alternative arrangements in case of driver absence, and booking extra hire vehicles when necessary

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- Ensure information on Schoolbase regarding bus routes and users is up to date and accurate
- Give accurate information to Accounts regarding bus charges to invoice and inform them of any changes
- Assist with the management and maintenance of school vehicles, including liaising with Maintenance staff to ensure school vehicles are roadworthy and fully compliant with regulations
- Keep accurate records, including of journeys made by school transport and of vehicle/insurance documents

## **Boarders' Travel Arrangements**

- Oversee and keep records of all boarders' travel arrangements
- Liaise with the Boarding House staff regarding boarders' flight details
- Reply to queries from agents/parents/pupils regarding travel arrangements
- Prepare schedule of airport pick-ups and drop-offs on designated dates at beginning and end of school terms
- Organise school drivers and vehicles for airport transfers, and book taxis when required
- Check travel invoices, dealing with any queries, and pass information on to Accounts

## **Data and Report Administration**

- Assist with the production of end of term reports and information to parents
- Assist with the proof-reading of grade cards and reports
- Assist with the production of student performance and other required data

## **Premises/Facilities/Maintenance**

- Keep copies of all school keys and maintain a key log, ensuring that all keys are properly signed out and promptly returned
- Liaise with maintenance staff regarding the cutting of any new keys as required
- Ensure that any borrowed locker keys are signed out and promptly returned (or charged to pupil accounts)
- Order new locker keys and lockers, as required, giving accurate information to Accounts re: charges
- Assist Operations Manager with facilities lettings and keep accurate records for Accounts

## **Other Responsibilities**

- Keep up-to-date with new initiatives in the School by attending meetings and training
- Support school activities, events and meetings as required
- Show commitment to the protection and safeguarding of students
- Comply with all School policies and set a good example for students and colleagues
- Undertake other reasonable duties as the Head deems necessary for the effective operation of the School

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## Requirements

- Strong IT skills, particularly the use of Microsoft Office packages: Word, Excel and Outlook
- Willingness to learn SchoolBase database system
- Ability to work on own initiative, managing a heavy workload and at times conflicting priorities
- A dedication to the importance of safeguarding
- Excellent interpersonal and communication skills (written and oral)
- A discreet nature, able to retain confidential matters
- Happy to work in a busy, open plan environment
- Highly flexible, a team player with a good sense of humour and calm under pressure
- A commitment to self-development, open to further training and self-directed learning
- Enthusiasm for and sympathy with an educational environment and the ethos of Lucton School
- Assist with simple day to day Finance tasks

Education is ever-changing and all staff are expected to participate constructively in schools' activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed regularly and varied in the light of the business needs of the school.

**Staff Member Acknowledgement** I have read, reviewed and fully understand the above job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

Employee Name\_\_\_\_\_

Date\_\_\_\_\_

Employee Signature\_\_\_\_\_