



JOB DESCRIPTION
ADMINISTRATION ASSISTANT

Post Title: ADMINISTRATION ASSISTANT	
Department: Children, Young People and Culture	Establishment: The Derby High School
Division/Section: Schools	Post Grade: Grade 5 Point 4-5
Location: The Derby High School	Post Hours: 37 hours per week plus 5 days during school closure Working hours: 4 days 8.30am–4.30pm, 1 day 8.30am–4.00pm. 30 minutes lunch break daily (unpaid).
Special Conditions of Service: Attendance at evening meetings may be required.	
Purpose and Objectives of Post: Under the instruction/guidance of senior staff provide routine general clerical/administrative support to the school.	
Accountable to: Headteacher	
Immediately Responsible to: Assistant Head Teacher (Behaviour and Attitude)	
Immediately Responsible for: N/A	
Relationships: (Internal and External) Governors, Headteacher, teachers, support staff, parents, pupils, LEA Officers and other outside agencies.	
Control of Resources: <ul style="list-style-type: none">• Office equipment – photocopier, computer, scanner.• Maintain stationery, materials and general office supplies.	
<p><i>The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</i></p>	



Duties:

- To undertake reception duties, answering routine telephone and face to face enquiries for Pastoral Team including making calls and ensuring prompt response to all telephone enquiries.
- Undertake pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff in accordance with School Procedure.
- Check contents of first aid boxes meet required H&S guidelines and replenish stock as required.
- Input accidents forms on to local authority reporting system.
- Management of student lockers system and carry out basic bookkeeping.
- Provide general clerical support, e.g. photocopying, filing, archiving, scanning, emailing, completing routine forms and responding to routine correspondence.
- Maintain manual and computerised records/returns/management information systems.
- Record information on the behaviour management system as required.
- Designing and creating reports on the school's management information system.
- Source and allocate ULN numbers to pupil records using the Learning Records Service.
- Undertake typing, word-processing and other IT based tasks including the production of letters, reports, schedules and operate relevant equipment/ICT packages e.g. Word, Excel, databases, internet.
- Produce personalised certificates.
- Provide support and cover for Attendance, inputting attendance codes and comments, lesson by lesson monitoring and sending truancy calls to parents/carers.
- Helping with specified aspects of pastoral support as needed.
- Sorting and distributing internal and external mail.
- Produce lists/information/data as required. E.g. pupil data
- Set up meeting rooms with refreshments etc. and tidying up after meetings.
- Take notes/minutes of meetings as required.
- Maintain stock and supplies, cataloguing and distributing as required.
- Respond to queries from staff, pupils and parents.
- Contacting parents/carers regarding sick pupils.
- Contacting parents/carers regarding attendance at parents' evenings.
- Invigilation of examinations when required.
- And any other reasonable duties as the Office Manager may designate from time to time.

Responsibilities:

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person (as named in the policy concerned).
- Appreciate and support the role of other professionals.
- Contribute to the school ethos, aims and the development/improvement plan.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required
- Be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of Supplemental Conditions of Service)



**PERSON SPECIFICATION
 ADMINISTRATION ASSISTANT**

Assessment Method	SHORT-LISTING CRITERIA	ESSENTIAL	DESIRABLE
Application form and interview	<ul style="list-style-type: none"> • Experience of general clerical/administrative work. • Willingness to participate in relevant training and development opportunities. • A-C/4+ Math's and English at GCSE (or equivalent) • NVQ 2 or equivalent qualification or experience in relevant discipline. • Hold or have a willingness to obtain First Aid at Work Certificate 	√	
Application form and interview	<ul style="list-style-type: none"> • Must be IT literate and able to use a variety of Microsoft software, including Word and Excel. • Must be numerate and literate. • Attention to detail with the ability to prioritize workload and meet deadlines. • Ability to work effectively within a team environment, understanding classroom roles and responsibilities. • Ability to build and maintain effective working relationships with all pupils and colleagues. • Ability to promote a positive ethos and role model positive attributes. • Ability to continually develop and extend own working practices. • Ability to communicate well and have a good telephone manner. 	√	
Application form and interview	Personal qualities: <ul style="list-style-type: none"> • Excellent timekeeping and reliability. • Clearly spoken English. • Confident. • Well presented. • In addition, you must be able to provide two references and pass a DBS check. 	√	
Application form and interview	<ul style="list-style-type: none"> • Word processing qualification. • Cash handling experience. • Working with children in a paid or voluntary capacity. 		√

Employees of the school have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protect