

The Blue Coat School

Administrative Assistant – Key Stage 3

Job Description

Salary Grade: Scale 1/2 (Spinal Column Points 4-13)

Job Purpose: To provide administrative support to Key Stage 3.

DIRECTLY RESPONSIBLE TO: Administration Manager

Key Tasks:

The following list is not intended to be exhaustive but serves to illustrate the types of tasks, which it is expected/might be performed by an Administrative Assistant.

1. Main Responsibilities

- To coordinate and implement arrangements for admission into Year 7.
- To coordinate School's Entrance Exam.
- To coordinate arrangements for School's Open Evening.
- To coordinate arrangements for the Induction Day.
- To provide administrative support for the Head of Key Stage 3.
- To keep accurate records of attendance for students in Key Stage 3.
- Undertake general clerical and administrative duties including word processing/typing, preparation of materials for teaching and other staff, copying and filing.
- To collate relevant information and data for input into any of the school management information systems including its input to those systems.
- To output data and reports as directed by the Administration Manager.

2. General

- Provide cover in the general school office if/as appropriate, including reception duties.
- Assist the Administration Manager in any other activity as reasonably directed.
- To provide support for the Entrance Exam, Open Days, Parents' Evenings or other school functions as required (this may involve some evening work).

3. Other

- Quality Assurance – due to the nature of the data and the purposes for which it is used, the highest standards of quality is to be expected.
- Confidentiality – due to the nature of data and other correspondence and the purposes for which it is used, confidentiality is essential.

4. School Development

- To participate in appraisal as directed.
- To be willing to participate on appropriate staff development courses.

5. General

The postholder's duties must be carried out:-

- i) in compliance with the school's Equal Opportunities Policy; and
- ii) in compliance with the Health and Safety at Work Act (1974), subsequent Health and Safety Legislation; and
- iii) with regard to policies relating to information security and the requirements of confidentiality and non disclosure.

6. Any other duty as reasonably requested by the Headteacher.