



### **School Mission Statement**

***“To create and sustain, with God’s help, a learning, caring and serving community where all people are valued for who they are and who they may become in the light of Jesus Christ.”***

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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<b>Title:</b>	<b>Admin Assistant</b>
<b>Reports to:</b>	Data/Admin Manager
<b>Liaising with:</b>	Senior Leadership Team, teachers, support staff, parents/carers and students
<b>Working time:</b>	37 hours per week with 30 minutes daily unpaid break Hours ideally from 8:05am to 4:00pm
<b>Salary:</b>	Scale 4 Point 10 (£14.39 per hour) rising to Point 11 (£14.62 per hour)

### **Purpose**

In accordance with the school’s policies and Christian ethos and under the direction of the Headteacher the post will support the school in attaining its aims and objectives by the provision of efficient administration support.

The post holder will ensure discretion and professionalism dealing with confidential and sensitive information.

### **Core Duties**

- **Data Administration**  
To manage the collation of updated student data sheets annually, ensuring that records are constantly up to date. Support the Data/Admin Manager as required.  
Co-ordinate the administration of the Annual School Sponsored Walk and assist with organisation of the Annual Open Evening.
- **Data Entry**  
Input and retrieve information relating to students’ individual school records using SIMS to ensure records are updated; providing effective administrative support to the Data/Admin Manager as directed. Inputting of data regarding student behaviour and achievement, alerting pastoral team of any concerns  
Co-ordinate the administration of the Behaviour Policy and procedures which includes the detention and BAS systems.
- **School Calendar**  
Co-ordinate and manage scheduling of school activities as directed by the Deputy Head (Pastoral)  
Ensure appropriate approval has been obtained to avoid conflicting activities and events.
- **Bulletins and Newsletters**  
Update and electronically distribute weekly school bulletins and half termly newsletters.
- **Health and Safety**  
Contribute to the Health and Safety of the school community by assisting in accounting for all students in the event of an emergency for example.  
To assist with first aid duties as required.

- **Administration**

Support the administration of the department as necessary with responsibility for the timely ordering of stationery and other supplies to ensure the department functions efficiently.

Provide cover when required for the Reception area alongside other colleagues.

Monitor and action emails as appropriate.

General housekeeping ensuring, reprographics, scanning, filing and shredding is completed regularly as required.

This job is current but following consultation with you, may be changed by the school leadership team to reflect or anticipate changes in the job which are commensurate with the salary and job title.