

# Wellington School



## Job Description - Administrative Assistant

**Responsible to** - Office Manager

### Overall Responsibility:

- To provide administrative support for staff and students in the School.
- To assist in the effective and efficient running of the School office.
- To act as a first point of contact with the School for parents, visitors and contractors.
- Contribute to the safeguarding and promotion of the welfare of our children and young people.

### Main Duties

- Welcome visitors to our school, ensuring safeguarding procedures are followed prior to sign in, inform visitors of school visitor procedures, issue badges and ensure the image and ethos of the school is accurately reflected.
- Handle general enquiries from students, staff, and parents via telephone, email or face to face in an efficient and professional manner.
- Maintain administration of the school's Management Information System (MIS) SIMS, to include, ensuring all student records are accurate and up to date
- Maintain and input the appropriate medical records e.g. asthma, allergies, Epi-Pens, ensuring these records are kept up to date at all times.
- Produce various reports and general information such as class lists, student behaviour logs, timetables, reg group lists, and emergency contact lists.
- Monitor office stationery stock levels, order relevant office materials, equipment and services.
- Support the safeguarding of students.
- Assist the Office Manager with the inputting of student timetables during the summer and timetable changes throughout the school year.
- Aid in the sorting and distribution of incoming post and despatch outgoing communications.
- Receive goods and services on behalf of the School and sign for deliveries.
- Manage Common Transfer Files (CTFs) files and ensure they are appropriately processed and uploaded into the School's MIS.
- Assist with producing the school calendar and extra-curricular booklet.
- Support staff by the provision of general admin work in the School, eg. typing of letters and mail merges, producing spreadsheets, photocopying, scanning documents, and booking of meeting rooms.
- Work with others in updating and producing the Staff Handbook and School policies.
- Maintain and upload documents and information to the School's website.
- Promote effective communication links between parents, staff, Governors and the community via the school communication system and website.
- Send out generic communications and student reports to parents via the School's email system.
- Assist in the organisation of school events and activities, such as trips, Open Morning, and Awards Evening.
- Meet and record any late student arrivals.
- To ensure the Main Office and Visitor's Entrance remain tidy at all times.
- Cover the Resources print room as and when required.

- Ensure that all information is treated confidentially and to have absolute discretion at all times, complying with the school's data protection procedures.
- Staff the School Office during student holidays and ensure administrative support is available to the Senior Leadership Team.

**NOTE**

This Job Description is designed to outline the main duties and responsibilities associated with the post but are not intended to be an exhaustive list of all duties performed. It will be reviewed each year and it may be subject to modification or amendment at any time after consultation with the Post-Holder / and Headteacher.