

**JOB ROLE:** Temporary Administration Assistant

**PAY BAND:** 4

**HOURS:** 27.5 hours per week/39 weeks per year  
8.00am-1.30pm

**REPORTS TO:** Head of Administration

Trafalgar School is a vibrant learning community where every member of staff understands the difference that they can make to our students' outcomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the school's professional development.

Trafalgar School and its Governing Body are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

**Key Purposes:**

1. To provide full administrative support and assistance across the school; dealing with all matters in a confidential and professional manner in liaison with the Head of Administration and Student Services Manager.

**Accountabilities:**

1. Produce accurate and timely school correspondence adhering to the school's format and procedures:
2. Arranging printing and distribution.
3. Maintaining accurate correspondence records.
4. Provide secretarial, clerical and word processing support ensuring accuracy and confidentiality at all times
5. Support and cover the Reprographics area.
6. Provide Reception duties by:
  - a. Manning the switchboard, taking accurate messages and passing information promptly to staff.
  - b. Efficient distribution of messages/mail through the school systems at regular intervals during the day.
  - c. Welcome visitors on site ensuring they adhere to the school's safeguarding policy.
  - d. Maintain the visitor records system.
  - e. Deal with student and staff enquiries providing advice as necessary in line with school protocol.
  - f. Use the two-way radio system as required.
  - g. Take bookings for the Meeting Room.
7. Support the administration team when required in all areas.
8. To assist in administration of Student Services
9. To ensure students and staff receive First Aid support of the highest quality.
10. Student welfare needs are provided for at all times.

11. Participate in Professional Learning (including INSET and twilight INSET sessions) and Performance Management, contributing to the identification of own self development needs.
12. To invigilate public and internal examinations or provide support for students with exam access arrangements when necessary.
13. Actively participate in Administration Team meetings.
14. To maintain secure filing for student documentation, keeping them up to date and archive as appropriate
15. To participate professionally in own line management meetings, appraisal review meetings and team meetings
16. To attend staff meetings, as published annually in the whole school diary.
17. To contribute to the Personal Development curriculum of our students.
18. To be a tutor and play an active role in promoting their House ethos.
19. To work restoratively with staff, students, families and colleagues to maintain the strong community culture and very strong inclusive ethos of the school.
20. At the discretion of the Headteacher, to undertake other activities from time to time agreed to be consistent with the nature of the job description.

*This job description is subject to annual review and/or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.*

signed: \_\_\_\_\_ date: \_\_\_\_\_

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