

**JOB ROLE:** Senior Administration Assistant

**PAY BAND:** 4

**HOURS:** 37 hours per week/41 weeks per year

**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.

**Accountabilities:**

1. Provide secretarial, clerical and word processing support ensuring accuracy and confidentiality at all times.
2. Produce accurate and timely school correspondence adhering to the school's format and procedures:
  - a. Proof reading by appointed members of the Senior Leadership Team.
  - b. Changes made and signature obtained.
  - c. Arranging printing and distribution.
  - d. Maintaining accurate correspondence records.
3. To provide administration support to the Assistant Headteachers.
4. Liaise with the Catering Manager and book catering requirements for the school, external and governors' meetings, keeping accurate records.
5. Lead the Reprographics area ensuring work is signed for by budget holders and delivered in a timely manner.
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. Receive and distribute mail into pigeonholes in the staff room and/or to locations within the school, as appropriate.
  - d. Welcome visitors on site in a friendly and assisting manner, ensuring they adhere to the school's safeguarding policy, and maintain a positive experience during their visit
  - e. Maintain the visitor records system.
  - f. Deal with student and staff enquiries providing advice as necessary in line with school protocol.
  - g. Use the two-way radio system as required.

- h. Take bookings for the Meeting Room
7. To take notes and type up Briefing sessions and staff meetings ensuring their timely circulation and filing.
  8. Support the Administration Team when required in all areas, following any instructions given by the deputy administration manager.
  9. Order office supplies and when necessary.
  10. Be fully trained and familiar with all machines within the office including printers, the laminator and book binding machine.
  11. Liaise with the Head of Administration and Deputy Administration Manager for allocation of work days within school holidays.
  12. Actively participate in Administration Team meetings.
  13. Invigilate public and internal examinations or provide support for students with exam access arrangements when necessary.
  14. Be a form tutor and play an active role in promoting their House ethos.
  15. Work restoratively with staff, students, families and colleagues to maintain the strong community culture and very strong inclusive ethos of the school.
  16. Participate in professional learning (including INSET and twilight INSET sessions) and Appraisal, contributing to the identification of own professional development needs.
  17. Participate in the Personal Development curriculum for our students, leading events as required.
  18. Participate professionally in own line management meetings, appraisal review meetings and team meetings.
  19. Promote students wellbeing by undertaking supervision of students during breaktimes as timetabled on a daily basis.
  20. Attend staff meetings, as published annually in the whole school diary.
  21. At the discretion of the Headteacher, to undertake other activities from time to time agreed to be consistent with the nature of the role.

*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: \_\_\_\_\_

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

