

Headteacher: Mr M. Harrison BSc (Hons) PGCE
Sefton Road, Pendlebury, Manchester, M27 6JU
Tel : 0161 794 6215
NOR: 762 11-16 years



Co-op Academy
Swinton

Administrative Support Assistant (Apprenticeship)

Responsible to: Office Manager

Salary Scale: National Living Wage

Responsible for: N/A

Main purpose: Providing efficient administrative support to the school and excellent customer service, presenting a professional and courteous manner at all times.

Contract: Fixed Term

Hours of Duty: 36 per week (Monday to Thursday 8am-4pm and Friday 8am-3:45pm)

Main Duties and Responsibilities/Accountabilities:

- To answer telephone calls and deal with enquiries.
- To take accurate messages in a clear and professional manner and distribute accordingly.
- To deal with visitors to the school, providing assistance and presenting excellent customer care skills.
- To assist with all school office administration matters as directed by the Office Manager.
- To assist students at the pastoral window.
- Assist with the administration for a Year group e.g. Parents' Evening invite letters, collating information etc.
- Word processing a variety of documents e.g. letters, reports etc.
- To prioritise own workload in order to meet deadlines.
- To operate the photocopying machine to produce and collate copies.
- Assist with routine student matters e.g. holiday forms, medical appointments, lates, signing in students etc.
- Postage, dealing with the distribution of incoming and outgoing post.
- To maintain and update students records via SIMS.
- To maintain a filing system.
- To undertake minute taking when required.
- To monitor stationery stock and requisition supplies.
- To assist with the preparation of school events as required.
- Administer First Aid.
- Exam Invigilation.

General

- Be aware of and comply with policies and procedures relating to Safeguarding, Health, Safety and security, Confidentiality and Data Protection, reporting all concerns to an appropriate person.
- The post-holder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual students.
- Contribute to the overall ethos/work/aims of the school.
- Contribute to the corporate life of the school through appropriate participation in meetings and management systems necessary to coordinate the management of the school.
- Take responsibility for their own professional development and duties in relation to school policies and practices.
- Establish effective relationships and communicate with other staff to support achievement and progress of students and other staff and set a good example through their presentation and professional conduct.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Share expertise and skills with others; participate in training and other learning activities and appraisal as required and recognise own strengths and areas of expertise to use these to advise and support others.
- Carry out duties with full regard to Co-operative Trust policies and procedures.
- Be aware of and support difference and ensure equal opportunities for all. At all times demonstrate acceptance, respect and inclusion.
- To safeguard and promote the welfare of all students.

This job description is not a definitive list of responsibilities but identifies the key components of the role. The post-holder will, therefore, be required to undertake any other reasonable duties commensurate with the level of responsibility/salary of this post.

Signed:

Dated: