

**CHESHIRE EAST COUNCIL      JOB DESCRIPTION QUESTIONNAIRE**

<b>JOB TITLE</b>	<b>Administrator</b>	<b>JOB REF NO</b>	<b>AAAE8050</b>
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**BASIC JOB PURPOSE**

To provide administrative assistance, organisation and confidential secretarial support for the designated staff to allow them maximum time to devote to the management of the School.

<b>NO</b>	<b>MAIN RESPONSIBILITIES</b>
<b>1</b>	Provide a full personal assistance/confidential secretarial service (including diary, word processing and confidential correspondence) to support the management team in managing the School.
<b>2</b>	Provide a word processing/desk top publishing/typing/Excel/Powerpoint, etc., facility and maintain agreed quality standards for the production of documentation for circulation in school and distribution to parents, students and the community to facilitate the effective functioning of the School.
<b>3</b>	Proactively undertake a range of administrative duties to support the work of the School, including typing, filing (manual and electronic), and data processing. Undertake other administrative tasks, e.g. sending faxes, processing and franking of mail to facilitate the smooth running of the School.
<b>4</b>	Provide a reception and telephone answering service (both internal and external) to ensure all callers are dealt with promptly and the image of the School is enhanced
<b>5</b>	To respond to day to day enquiries about students and produce reports and lists as required.
<b>6</b>	Acting as initial point of contact for visitors to the School, and dealing with complaints and enquiries from parents and members of the public. Assist in giving tours of the School to visitors.
<b>7</b>	Taking uniform orders and passing to the external service provider. Order and issue school uniform for in year admissions and passing payment to Finance Administrator.
<b>8</b>	To arrange for any transport requests for staff and pupils. Undertake routine duties (e.g. cash handling) as necessary to ensure the provision of a quality service for the School.
	Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Head Teacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.