



Job Description (May 2017)

Job Title: Administrative Assistant – including Reprographics
Grade: Scale 3
Hours: Full Time/Term time only
Responsible To: Office Manager

MAIN RESPONSIBILITIES

1	Provide a reception and telephone answering service (both internal and external) to ensure that all callers are dealt with promptly and the image of the school is enhanced.
2	Provide the first point of contact for students requiring assistance throughout the school day.
3	Provide a full reprographic service for the school to ensure that all documentation is provided to a high standard, if and when necessary. This includes large print runs/ binding and laminating for staff.
4	Update the displays around the school as and when necessary, including all display boards and cabinets
5	Clean and maintain copy machines and other equipment, liaise with maintenance contractors as necessary. Contacting engineers when required
6	Prepare and distribute letters / emails. Monitor generic email inbox
7	Ensuring student files are kept up to date
8	Updating information in SIMS database, providing reports
9	Point of contact for arranging photographs, updating SIMS and staff badges
10	Word processing / prepare letters and documentation as directed
11	Assist with preparation of parents evenings, prospectus, school photographs, and any marketing material.
12	Provide emergency first aid cover, issue prescribed medication to students and ensure all accidents are correctly reported.
13	Updating fire drill paperwork after each one
14	Stationary / paper orders when necessary

Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy, the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job e.g. undertaking a range of office duties (photocopying/word processing/filing/telephonist & receptionist duties) & provide general administrative support to school colleagues in the office as requested.