



JOB DESCRIPTION

Resource & Administration Assistant

RESPONSIBILITIES OF ALL STAFF

- To support the whole school vision, values and expectations
- To act upon the duties and responsibilities arising from the Children Act 2004, 'Working Together to Safeguard Children' and 'Keeping Children Safe in Education'
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- To demonstrate commitment to Equal Opportunities
- To show commitment to whole school expectations 'Ready Respectful Safe' as outlined in the Code of Conduct
- To show commitment to the School Growth Plan priorities by attending meetings or training as required and working towards annual Professional Growth Plan targets
- To carry out duties associated with the role which are reasonably assigned by the headteacher

ROLE SPECIFIC RESPONSIBILITIES

Resources

- To provide administrative support to teachers in the Resource Room including creation and copying of resources for teaching and learning (eg photocopying/ laminating)
- To organise equipment and stock in Resource Room, supporting staff in the use of equipment and reporting issues promptly to the IT & Resource Manager
- To create publications for whole school display and promotional materials
- To oversee whole school display and signage in communal areas, ensuring it is up to date and high quality
- To organise essential items for display including safety instructions, telephone extensions and other key staff information in both paper and digital formats
- To oversee the whole school resources including ordering, monitoring and managing whole stationery ensuring best value following the school's purchasing processes
- To support the IT Manager in the organisation and presentation of resources in Google Drive
- To order refreshments for school events (e.g. Progress evenings, interviews, governor meetings) and ensure they are prepared and stored appropriately.

Administration

- To carry out day to day transactions following school procedures and updating the Financial Management System as required
- To support the bursar in the processing and organisation of documents relating to personnel and finance
- To maintain the database with student assessment details
- To use SIMS marksheets and SIM exams administration to support with student data for both internal and external assessment

- To provide administrative support to the exams officer through the use of SIMS and other databases in making updating student entries, timetables and results
- To support with the collating and distribution of of student exam results and certificates
- To collate and distribute student reports
- To provide administrative support to the bursar through designated procedures relating to finance maintaining appropriate records
- Provide cover for reception, as required, following school systems