|  |
| --- |
| **Ernest Bevin College**  **Job Description**  EBC_Badge_Col |

|  |  |
| --- | --- |
| Title: Administrative & Business Management Assistant 36 hours per week All Year Round | **Salary Scale:** Scale 6 – Scale SO1, points 18 - 25£29,544 - £33,474 per annum |
| **Supported by and reporting to**: School Business Manager |  |

|  |  |
| --- | --- |
| **Main Purpose of Role** | * To carry out a comprehensive range of administrative systems and procedures to meet the schools’ administrative requirements * To provide support in the management of the school’s financial, HR and Premises processes * To provide routine administrative support within the school office as required including maintenance of pupil records * To provide excellent customer service for a large volume of visitors, clients, contractors and callers |
| Main Responsibilities | * To produce and process routine school documentation and letters to parents, using a variety of communication methods, i.e. MyEd and Parentmail * To keep up to date with changing school information and maintaining key information for reference as necessary. * To provide administrative support to the School Business Manager as directed. * To provide administrative oversight of the Premises Team as directed by the School Business Manager * To provide support with the school HR administration processes * To contribute to the effective management of the school reception throughout the school day, peak periods when more than one receptionist may be required to be on duty and during school holiday periods. * To deal efficiently, professionally and effectively with all telephone and visitor enquiries, providing advice, answers and information without the need to redirect the caller whenever possible. * To support the maintenance of pupil records and ensure information is updated as required. * To support the administrative processes relating to admissions. * To collate information required for the accurate submission of the pupil census * To assist with administrative processes in relation to school trips as directed. * To provide general administrative support as needed, including word processing and data entry; producing documents used in reception and seeking work or suggestions from others in order to ensure a balance of activity and job satisfaction for reception staff. * To provide support in the processing of purchase orders and invoices * To provide finance support as directed by the School Business Manager and Office Manager * To develop effective ICT skills in order to provide a high level of administrative support. * To use the school’s management information system to provide reports as required and as an information source * To be aware of, comply with and publicly support the policies and procedures of the school including those relating to child protection, health, safety and security, confidentiality and data protection, and privately challenging breaches and reporting all concerns to an appropriate person. * To contribute to the development and review of the school policies as appropriate, particularly those which relate to the main purpose of this role. * To assist with the management of contractors’ entry and exit procedures, as required. * To make effective use of relevant ICT software to log information ensuring that student records are kept up to date * To be aware of and comply with policies and procedures of the school, including those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person. * To carry out duties in accordance with the Health and Safety at Work Act, adopting safer working practices, in accordance with school policies and relevant legislation * In conjunction with the Office Manager take personal responsibility for the identification of learning, development and training opportunities. * To attend relevant meetings and participate in training opportunities and   performance development as required for the effective delivery of the role.   * To undertake within reasonable parameters, other duties and responsibilities as required from time to time commensurate with the grade and seniority of the post or as directed by the Principal or member of the Senior Leadership Team |

This job description does not direct the particular amount of time to be spent on carrying out the above duties and responsibilities and no part of it may be so constructed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendments at any time after consultation with the post holder.

**December 2020**