



DANECOURT PRIMARY SCHOOL

Job Description for:	Administration Assistant
Grade:	D2
Reporting to:	Office Manager, Head of School as appropriate

Purpose of the Job

To provide comprehensive administration and organisational support to the Office Manager, Head of School and members of the Senior Leadership Team.

Accountability

Applicable Contract Terms and Duties

Duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head of School and following consultation.

The job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out below.

Main Tasks:-

1. Dealing with matters of a sensitive confidential nature.
2. Responsible for the co-ordination and production of reports and statistical data for attendance data within set timescales and to meet ad hoc requests.
3. Responsible for general typing and for preparing responses to enquiries for approval and signature by Head of School and members of the Senior Leadership Team.
4. Maintain and input data on school systems as and when necessary.
5. Maintain and update the school website and Twitter feed.
6. Be responsible for the administration of school trips.
7. Maintain general administrative filing to ensure data can be extracted easily when required.
8. On occasion, act as the first point of contact within the school, filtering enquiries as appropriate, taking, and passing on messages to appropriate staff.
9. Provide ad hoc support to the Office Manager, Head of School and Senior Leadership Team as required.

10. Participate in training and other learning activities and performance development as required.

11. The post holder will have no line management responsibility.

Working Environment

- The post is based within the School buildings and will be term time only plus five staff development days.

This job description is subject to review by the Head of School in consultation with the post holder as appropriate to the changing needs of the school.

Signed.....

Date.....