

**Job Title:** Administration Assistant

**Responsible To:** Head of Centre

**Employee Supervision:** None

**Purpose of Post:**

- To undertake and provide administrative/clerical support to staff in a Special School Setting for pupils who demonstrate Social Emotional and Mental Health difficulties.

**Key Areas:**

- Answering phone calls as required in a professional manner as first point of contact.
- Working as receptionist welcoming visitors into school
- Providing admin support for a number of staff on site.
- Responsible for day to day administrative duties.
- Typing, word-processing and other IT based tasks.
- Inputting data into management system (Arbor).

**Duties and Responsibilities**

- To undertake reception duties as required including meeting and greeting pupils and visitors to the school, providing hospitality to visitors and providing a professional and courteous service.
- To undertake reception duties as required including answering incoming calls and either transferring to the correct person or taking detailed and accurate messages and making outgoing calls as necessary to internal/external services or parents.
- To provide administrative and clerical support to staff on site.
- To produce lists/information/data as required.
- To maintain and collate pupil reports.
- To assist with arranging/monitoring transport for pupils attending the school.
- To report and record pupil absences
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the academies.
- Appreciate and support the role of other professionals.
- To carry out any other duties commensurate with those of the post that may be determined by the Line Manager.