



Midsomer Norton
Schools Partnership



Job Title: Administration Assistant

Grade: Grade 3 SCP 5 - 7 £24,790 - £25,584

Responsible to: School Business Manager

Hours of Work: 8.30am - 4.00pm Monday to Thursday, 8.30am to 3.30pm Friday
34.5 h.p.w, 5 days a week, Term time and Inset days

Job Purpose: To provide general administrative support to the College.

Main Duties & Responsibilities:

- **Reception and General Office**
Greet visitors, answer phones, take and pass on messages and provide information to staff, students and parents
- **Record keeping and data entry**
Maintain and input data into school management systems, ensuring accuracy and compliance.
- **Communication**
Draft and distribute emails, letters and other communications, both internally and externally.
- **Reprographics**
Provide a reprographics service for staff, for a designated period of the day, to meet day-to-day requests as well as ad hoc requirements for exam period and College events, e.g. open evenings, parents' evenings.
- **Other**
 - To undertake general administration to support the work of the SLT team, e.g. documents, reports and correspondence which will include confidential material.
 - To undertake other relevant duties at the request of the Principal or Business Manager.
 - To participate in the College's performance management process and make use of professional development opportunities.
 - The postholder will be expected to contribute to the protection of children, as appropriate, in accordance with College and Trust agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
 - To undertake other duties that can be reasonably expected of and are relevant to the level and nature of the post.
 - Duties for all positions.

This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and will be reviewed annually.

Physical Effort & Working Environment

- The postholder will not be exposed to objectionable, uncomfortable or noxious conditions over and above what would normally be experienced in a busy day-to-day office environment. The postholder will not be expected to undertake any physical effort/strain over and above what would normally be incurred in a day-to-day office environment.

Personal Specification

It is expected that the successful candidate would possess the following attributes:

Essential
Evidence of a good basic education.
A friendly and courteous manner.
Excellent communication skills, both written and verbal
Proficiency in Microsoft Office suite and Google
Strong organisational and time management skills
Experience in an administrative role
Good attention to detail and ability to prioritise tasks
Desirable
Relevant experience in a school or local government environment.

Midsomer Norton Schools Partnership is committed to Safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Check is required prior to appointment.

Post Holder:

Name:

Signature: _____

Date: _____