

Job Description and Particulars of Appointment

Details of Post

- Administrative Assistant, with responsibility for Lettings
- Ludlow CE School is part of the Diocese of Hereford Multi-Academy Trust
- Line Manager: School Business Manager
- Reporting to: Headteacher's PA
- Post Number: BA4501010
- Grade 5 (SCP 5-6)

The school is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements

Purpose of Post

- Under the direction/guidance of senior staff; provide general administrative support to the school

Principal Duties and Responsibilities

1. Organisation

- Undertake reception duties, answering general telephone and face to face enquiries, and signing in visitors
- Assist with student welfare liaising with parents/carers and staff
- Assist in arrangements for school trips, events etc.
- Work with senior staff to coordinate the vaccination programme in school
- Manage the school's general 'admin' inbox, forwarding information to the relevant staff, as required
- Coordinate room booking requests for staff and visitors
- Working with the Business Manager to organise and coordinate school lettings
- Provide cover support in the absence of the Administration Assistant responsible for attendance

2. Administration

- Provide general clerical/administrative support e.g. reprographics, filing, completing standard forms.
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. student data
- Word-processing and other IT based tasks

- Sort and distribute delivered mail. Oversee the use of the franking machine, including updates and top-ups.

3. Resources

- Operate relevant equipment/ICT packages (e.g. Microsoft Office 365, Outlook and internet)
- Maintain stock and stationary supplies
- Provide general advice and guidance to staff, students and others

4. Responsibilities

- 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
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

5. Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

6. Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

7. Other Duties

- Any other duties commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.