

Devon County Council Job Description



Job Title	Administrative Assistant		
Location	Bidwell Brook School		
Reporting to	School Business Manager		
Post Number	386	Grade	C
Directorate/Section	CYPS		
Effective date of JD	September 2020	JE Job Number	

Job Purpose including main duties and responsibilities:

Provide confidential, administrative support to the Admin Office team and Senior Leadership Team (SLT) as and when required and to provide front-line reception duties for visitors and callers to the school and handle incoming telephone calls.

Would be expected to have an understanding of the Special Needs of the pupils at the school and to be aware of the stakeholders i.e. parents, governors, staff and other professionals involved in their well being. Ensure that the school mission is achieved.

In this very variable post at a Special Needs school, you would normally be expected to cope with multiple changes in priorities in order to achieve deadlines, but be able to call on guidance from Line manager to resolve high incidences of workload and conflicting priorities. Be prepared to urgently change priorities in case of emergencies, including liaising with emergency services.

Main duties and responsibilities:

- To provide administrative support to the Admin Office team and create accurate pupil data and reports for members of SLT for approval or information when required;
- Maintain daily pupil attendance / absence records and provide accurate reports for Governors, Executive Head and SLT;
- Monitor pupil attendance and report any concerns to Executive Head / Support Services Co-ordinator;
- Administer pupil holiday / term-time leave requests and maintain holiday records;
- Manage Pupil Data: maintain, update and amend pupil information on SIMS database and School Comms system and disseminate to relevant parties;
- Assist with pupil admissions information and manage the administration process;
- Complete pupil census;
- Send out potential pupil paperwork, distribute to relevant parties, input new pupil data on SIMS system;
- Maintain up to date FSM and UISFM pupil information;
- Use and maintain SIMS database and SIMS reporting;
- Use and maintain CPOMS database and run reports;
- Update Evidence for Learning with pupil data;
- Administer the admin email address as required;
- Other admin duties as required;
- Regularly redefine own priorities in order to achieve deadlines.

Undertake front-line reception duties to include:

- Answering queries from, welcoming and advising parents / carers, visitors, contractors;
- Answering the telephone to callers and providing a full switchboard service to the school community;
- Accepting and processing deliveries;
- Being aware of and complying with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, and staff code of conduct, and reporting all concerns to an appropriate person;
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop;
- Contributing to the overall ethos/work/aims of the school;
- Appreciating and supporting the role of other professionals;
- Participating in regular training sessions, courses, and other learning activities and performance development, as required.