



## JOB DESCRIPTION

<b>ADMINISTRATOR</b>	
<b>Scale</b>	D – Points 3 to 4
<b>Hours</b>	Monday to Friday 8.30am to 3pm (times negotiable)
<b>Section</b>	Support Staff
<b>Responsible to</b>	Office Manager
<b>Responsible for</b>	This position has no responsibility for line management

<b>Job Purpose</b>	To support the school by being part of the school's admin team
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<b>Duties &amp; Responsibilities</b>	The current main areas of responsibility are as follows but all staff within school are expected to show flexibility in the reviewing of responsibilities to meet the school's needs, which may change from time to time.
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- Provide general clerical and administrative support to the school
- Dealing with post/email/telephone enquiries as required
- Record, communicate and exchange information via post, telephone, email, websites, databases etc
- To assist in the receiving of parents or other visitors to the school
- Provide daily cover for Reception
- Operating the telephone switchboard and giving information and guidance to parents and others.
- Support the Assistant Headteacher with administration for CPD and Teaching and Learning
- To prepare and run weekly reports for Free School Meal students to ensure accurate records are maintained between the school and Warwickshire County Council

- To monitor and maintain all first aid kit bags for the school ensuring all medication and supplies are kept appropriately ordered and stocked
- Provide specific administrative support with HR as required
- Provide administrative support to the Educational Visit Coordinator with trips
- Provide assistance to the Office Manager where required
- Provide assistance to the Head's PA where required
- Cover for absent colleagues in the student and administration offices.
- To assist with student welfare and to be part of the team of first-aiders. To administer medicines as instructed
- To assist with the supervision of students in their social areas and around the school performing duties as required
- Adhere to all relevant school policies.
- Have due regard for safeguarding and welfare of children and young people and to follow the child protection procedures adopted by the Trust
- Participate in the school's appraisal process.
- The post holder will be responsible for their own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the MAT Health and Safety policies.
- Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the school therefore retains the right to amend job descriptions to reflect changing requirements.
- Perform any other reasonable tasks within the range of the salary grade

**Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.  
COMMITTED TO EQUAL OPPORTUNITIES**