

## **JOB DESCRIPTION**

### **ADMINISTRATION ASSISTANT (COVER)**

**Name:**

**Responsible to:** *School Business Manager*

**Job Purpose:** *Management of Day-to-Day teaching cover*

*Completion of the School Census three times per year*

*To give administrative support to the Leadership Group with respect to the timetable and day to day smooth running of the school*

*To provide clerical and other support in the Main Office.*

#### **Main Duties and Responsibilities:**

1. To arrange cover for absent teachers and organising supply teachers when appropriate.
  2. To maintain the School Diary and enter the details on the SIMS cover program, alerting the School Business Manager of problems, allocating teachers to be 'on call' and to be responsible for room changes and room bookings.
  3. To provide absence returns to the School Business Managery for all staff (including cleaning staff and mid-day supervisors) on a termly basis, ensuring self-certification forms/doctors' certificates are completed/obtained as appropriate and to complete supply monitoring forms.
  4. To assist with the administration of all trips and visits, checking that trip leaders have completed necessary documentation both preceding and following trips, and maintaining records.
  5. To be responsible for the school minibus:
    - Taking all bookings.
    - Maintaining an up to date list of qualified drivers.
    - Liaising with the Finance Office to provide summaries of minibus accounts.
  6. To assist with telephone and reception duties as required.
  7. To practice and promote fair and equal treatment of staff and customers throughout the course of performing all duties contained within this job description.
  8. To undertake other duties of a similar level and responsibility as may be required from time to time.
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## PERSON SPECIFICATION

### ADMINISTRATION ASSISTANT

**Name:**

**Scale:**                *2D*

**Date prepared:**     *April 2017*

	<b>Essential Attributes</b>	<b>Preferred Attributes</b>
<b>Educational Qualifications</b>	Basic numeracy and literacy	Good numeracy and literacy skills
<b>Work experience</b>	Administrative  6 months minimum	At least one year's administration experience
<b>Skills/Knowledge/Aptitude</b>	Good IT skills, sufficient to enable the duties of the job description to be undertaken.  Willingness to learn SIMS and other software used in the school.  Willingness to work as a team	Experience of using SIMS software.  IT skills
<b>Motivation</b>	Commitment to providing a good standard of support without constant supervision.  A commitment to quality principles and practices.	
<b>Physical</b>	Ability to perform all duties and responsibilities.	
<b>Other</b>	Willingness to occasionally adjust working arrangements to meet emergencies/changed circumstances.	

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