

Job Description



Stowupland High School

Church Road
Stowupland
Stowmarket
Suffolk
IP14 4BQ

Tel: 01449 674827

Headteacher:
Mr P Whear

Chair of Governors:
Mrs K Hudson

Job-title:	Administrative Assistant
Grading/Salary:	Grade 3, Scale Points 4-6 (£18,933 - £19,698 fte)
Hours:	37 hrs per week; 39 weeks per year
Accountable to:	Headteacher through Senior Line Manager

Stowupland High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

PROFESSIONAL DUTIES

All staff employed at Stowupland are required to support the culture and ethos of the school as directed by the Headteacher.

All staff, including the Administrative Assistant are expected to accept, abide by, and promote the professional expectations and procedures as outlined in the Staff Handbook, and are expected to adhere to, and actively support, all school policies.

CORE PURPOSE

- To support the ethos and culture of the school as defined by the Headteacher.
- To maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with students, parents, staff colleagues and visitors to the school.
- To maintain absolute confidentiality and exercise discretion with regard to staff / student information and the schools' business at all times.

Note: This job description outlines the main accountabilities relating to the post, but may not describe in detail all the tasks required to carry them out. It will be reviewed annually and may be amended, after consultation, to reflect the changing needs of the school.



Founding Partner of the
John Milton Academy Trust

Company no: 10298832

Email: enquiries@stowuplandhighschool.co.uk

Web: www.stowuplandhighschool.co.uk

Stowupland safeguards and promotes the welfare of students and requires all staff and visitors to share this commitment.

PRINCIPAL RESPONSIBILITIES AND TASKS

Specific Task of Responsibility

You will have a specific task of responsibility assigned to this role and will need to have the ability to handle confidential and sometimes sensitive information.

Reception

- Act as the first point of contact for visitors and carry out security and safeguarding procedures, ensuring that all visitors sign in and out and are issued with ID badges
- Notify appropriate member(s) of staff of the arrival of visitors. Ensure that visitors do not enter the main school building without an escort, unless this has been authorised by the person they are visiting
- Control students' signing out during school hours
- Receive and redirect telephone calls
- Receive and redirect emails
- Arrange hospitality as required
- Undertake copy/word-processing of correspondence reports, etc for teaching and administrative staff.
- Operate reprographic equipment as required
- Check stock deliveries and refer any queries to suppliers or line manager, as required

Administration

- Open general incoming post and communications to the school each day. Forward named correspondence to the addressee. Deal with routine general items and refer more complex issues as appropriate
- Keep the stationery cupboard well stocked and order supplies as necessary
- Dispatch information via the school's Management Information System (Arbor) to parents and carers in accordance with agreed deadlines including:
 - Information regarding trips / visits / school events
 - Letters
 - Other items as requested by the Headteacher, Line Manager or other member of the Senior Leadership Team

General

- Undertake the role of first aider on a rota basis and in accordance with HSE RIDDOR requirements
- Undertake any other reasonable tasks and responsibilities as requested by the Headteacher or Line Manager which fall within the scope of the job grade
- Comply with procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to the Line Manager



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ADDITIONAL DUTIES

It is essential that the post holder has good literacy and numeracy skills to undertake a range of tasks. Knowledge of a range of school procedures is needed to carry out the variety of duties. These will mainly be clerical and administrative in nature, and governed by clear guidelines. It is expected that the post holder would have a broad overview, gained from office experience whilst specific procedures could be learnt in post. It is necessary for the post holder to have a broad knowledge of equipment, e.g. software packages - Word, Excel. Greater knowledge of specific software packages could be obtained on the job as necessary.

All duties will be carried out within the school's recognised procedures or guidelines, and may include *ad hoc* duties, which require some initiative. You will make day-to-day decisions about your own workload, within a clear framework. You may oversee the work of others. There will be some need to interpret information or situations and to solve straightforward problems. There may be some need to use analytical, judgemental, creative and development skills.



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PERSON SPECIFICATION

Criteria	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent numeracy / literacy / ICT skills 	
Knowledge and Understanding	<ul style="list-style-type: none"> • Demonstrable experience in a range of administrative procedures • Experience of working in an office environment 	<ul style="list-style-type: none"> • Experience of working with Arbor
Qualifications and Training	<ul style="list-style-type: none"> • GCSE or equivalent in Maths and English • Qualifications or equivalent experience in administration 	<ul style="list-style-type: none"> • First Aid Certificate
Other	<ul style="list-style-type: none"> • Ability to prioritise own tasks and see them through to completion • Work as part of a team • Ability to work to deadlines • Ability to relate well to children and adults • Commitment to equal opportunities 	
Disposition and Attitude	<ul style="list-style-type: none"> • Friendly and welcoming to parents, staff, students and visitors • Calm and able to work under pressure • Open-minded and receptive to new ideas, approached and challenges 	



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