

**WALTHAMSTOW SCHOOL FOR GIRLS**

**Job Description**

**JOB TITLE: Administrative Assistant Apprentice**

**GRADE: Level 2**

**HOURS*:* 36 hours per week, 48 weeks per year**

**REPORTING TO: Administration Manager**

**JOB PURPOSE**

To provide administrative support for faculties.

To be part of a team to carry out a range of administrative, reprographic and reception duties. At all times to work to raise the public image of the school and provide a welcoming, courteous reception to all school visitors.

**JOB PURPOSE**

**MAJOR TASKS/ACTIVITIES**

1. To be responsible for the provision of administrative support for faculties, including photocopying, filing, making phone calls, typing etc.
2. To design classroom and whole school displays.
3. To support the main school office, including the reception of visitors, answering the telephone, sorting incoming and outgoing post.
4. To support the organisation of trips, collection and chasing of money, booking coaches.
5. To support faculties in stock checking, placing and chasing of orders and securing best value in procurement.
6. To deal with student issues as required.
7. Under the direction of the Administration Manager to provide typing and general administrative support to staff across the school.
8. To provide support for the Media Resources Officer as required.
9. To assist in the input of student data.
10. To assist in checking the levels of office stationery and under the direction of the Administration Manager ordering replacements as required.
11. To be responsible for providing refreshments as necessary.
12. To administer first aid on site if necessary and in accordance with current guidelines, including responsibility for the accident book, forms and escorting students to hospital in the event of an emergency under the Headteacher’s direction.

**Other Administrative Duties**

1. Be aware of and comply with policies and procedures relating to Safeguarding, Equal Opportunities, Behaviour for Learning, Health and Safety, Data Protection and confidentiality and security, reporting all concerns to an appropriate person.

1. There is an expectation to attend all key events out of hours as detailed in the school calendar e.g. Open Evenings, all Faculty and Staff meetings and the relevant twilight inset sessions.
2. Contribute to the overall ethos/work/aims of the school.
3. To be flexible and work according to needs which may involve assisting other areas which are commensurate with the grading of the post.

 March 2019