

**THE HEATHLAND SCHOOL
ADMINISTRATIVE ASSISTANT
SCALE 2/3**

**Term Time + 5 INSET Days
The hours are from 11am to 5pm
27.5 hours per week 39 weeks per year**

JOB PURPOSE

To provide effective and efficient administrative support to Heads of Departments.

KEY ACCOUNTABILITIES

Responsible to the Office Manager

1. To be responsible for the:
 - Organisation and cataloguing of Departmental resources including textbooks, examination papers, course work and worksheets
 - Maintenance of Departmental storage area(s)
 - Preparing resources for Departmental displays in classrooms
 - Maintenance of booking sheets for Department use of resources
 - Preparing resources for Departmental use
2. To assist the Head of Department with:
 - Updating of pupil performance data, including assessments, homework data and progress reports
 - Correspondence with parents
 - General Department administration, for example, typing Agendas and Minutes of department meeting
 - Termly duties creating student subject awards
3. Assisting with data entry on pupil progress throughout the year
4. To be trained on reception to provide cover as and when required.
5. To complete regular first aid training to assist in providing cover in medical room
6. To provide support to teachers on trips & visits, if workload permits.
7. To follow all safeguarding procedures and complete training as required
8. To follow all data protection training
9. To provide ad hoc admin support as and when needed by the Office Manager

This role is not limited to the above and can be changed depending on the needs of the school.

THE HEATHLAND SCHOOL

PERSON SPECIFICATION

Specification	Essential	Desirable
Qualifications	• GCSE 9-4 (A*-C) in English Language and Mathematics or equivalent • Willingness to undertake training • Previous front of house role	
Experience	• Experience in Microsoft Office • Proven experience in a fast paced front of house role • Experience in Microsoft Office	• Experience of working in a school • Experience of using SIMS • Experience of using MS Teams
Practical Skills	• Excellent communication skills • Ability to prioritise and multi-task • Ability to communicate with both adults and children • Ability to work constructively as part of a team • Willingness to learn and adapt quickly	
Personal Attributes	• Well presented • Organised and efficient • Reliable and punctual • Professional and friendly manner • Flexible and a team player	