



Samuel Pepys School

Cromwell Road, St Neots, Cambridgeshire. PE19 2EZ

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www.samuelpepyschool.co.uk



Head Teacher: Joanne Hardwick

Deputy Head: Penny Kirkpatrick

Job Description- Admin Assistant

Job details

School: Samuel Pepys School

Salary / grade: Scale 5 – (Point 22 – 25)

Hours: 37 per week (hours to be agreed between 8.00 and 5.15pm, Monday to Friday) 30 minutes lunchbreak

Contract type: Term Time plus ten days (to coincide with five training days, plus five other days to be agreed during the school holidays)

Responsible to: School Business Manager

Duties and responsibilities

Administration

- To provide a friendly, efficient and professional reception, email and telephone service
- To provide an efficient school administrative support service, including photocopying, word processing and desk top publishing
- To fully utilise IT facilities – including Office, Teams, desk top publishing, Arbor (or similar MIS), website updates, electronic diary and office e-mail account
- To maintain the highest standards of professionalism and confidentiality in line with Samuel Pepys School codes of conduct and safer working practice

Key Tasks may include:

- To provide a professional reception service, welcoming visitors and assisting them to their destination within school
- To ensure visitors, deliveries, telephone calls, the office e-mail account, incoming and outgoing mail are managed promptly and effectively
- To support the administration of pupil EHCP review meetings and reports including liaison with families and other professionals

- To manage data, such as information required for the school census or attendance data
- To have an overview of the room allocation for meetings and events and ensure that they are appropriately set up with technology and refreshments
- To assist with the arrangement of supply cover of class based school staff
- To input pupil information into Arbor (or similar MIS) and file, scan and prepare data/word reports and support information for new and existing pupils
- To assist with the administration of pupils medical and therapy protocols and recording medication coming into school and being sent home and helping arrange clinics and appointments in school
- To produce and update resources and signs using desktop publishing software and symbol software
- To assist with end of school year procedures, updating pupil folders and information held with in the MIS
- To support with organisational arrangements of routine and special events, such as residential visits, Friends Association and off-site learning
- To promote peoples equality, diversity and rights
- To contribute to the safety of children and young people and protect them from harm

Professional Development

- To engage in professional development opportunities and support the development of others within the team

Notes

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Head Teacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

Samuel Pepys School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff are subject to an enhanced DBS (Disclosure and Barring Service) check.

Reviewed: June 2022

Head teacher / line manager's signature:

Date:

Post holder's signature:

Date:
