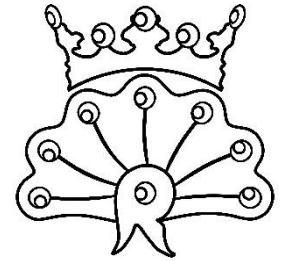


THE CORSHAM SCHOOL ACADEMY GROUP
A Multi Academy Trust
JOB DESCRIPTION
SCHOOL ADMIN ASSISTANT



PURPOSE OF JOB:

To provide clerical support to the school administrative function and School Management Team.

KEY TASKS

General Administration and Secretarial Support

- Welcome visitors to the school, ensuring its procedures are followed, receiving and prioritising incoming phone calls, dealing with them appropriately including accurately recording messages as required. To liaise with staff, governors, pupils, parents and outside agencies, as directed.
- Undertake word processing of correspondence, standard letters, reports, publications and other documents.
- Photocopy and collate documents.
- File documents in accordance with the established systems.
- Provide secretarial support and clerical assistance.
- Maintain the school diary.
- Open and sort post.
- Ensure where appropriate accident returns are complete and sent to the appropriate authority.
- Daily register checks including first day absence calls and sending attendance letters.

Pupil Records and Admissions

- Manage attendance.
- Overseeing computer records for all pupils i.e. SIMS software, admissions, health records and visits.
- Liaise with new families.
- Liaise with LA on admissions.

OTHER DUTIES

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of

a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

WORK SCHEDULE:

Monday - Friday: 8.30am – 3.30pm

Term time only