



Job Description

Designation of Post:	Administration Assistant	Pay Scale:	NJC Band C - £23,114 – £23,500 (FTE) Actual salary – £20,057-£20,392 (36 Hours per week, 39 weeks - Term Time plus one week)
Responsible to:	Operations Manager		

All staff at Prenton contribute to our vision and values.

Making a positive difference today to achieve a better tomorrow by:

- Providing a safe, happy and respectful school community;
- Making students the foundation of our school;
- Celebrating and welcoming diversity and equality;
- Empowering, challenging and inspiring all in the classroom and beyond;
- Creating opportunities where everyone is supported and valued;
- Promoting courage, ambition and aspiration.

The staff, governors, students and whole Prenton community will achieve our vision through our values of:

- Trust
- Respect
- Integrity
- Kindness
- Endeavour

Duties and Responsibilities

1. To maintain administrative systems to include word processing, the use of spread sheets, data handling, and to provide support for teaching and non-teaching staff (Using Microsoft Word & Excel).
2. To work as part of a team in a busy office environment.
3. To provide student attendance administrative support.
4. To provide an effective reception service to all visitors to the school.
5. To use the Arbor system to maintain student registration and record systems.
6. To distribute stationery and equipment, including requisitioning of stocks of stationery and materials.
7. To be responsible for sorting and distributing all in-coming post and franking, logging all out-going post, faxes, etc.

8. To undertake reprographics work and laminating including production of booklets, teacher resources etc.
9. To help in the organisation of school events and activities.
10. To be responsible for answering incoming telephone calls and making outbound calls to parents and outside agencies, prioritising calls appropriately and passing on messages.
11. To meet deadlines.
12. To carry out other duties commensurate with the grading of the post as may be determined by the Headteacher and Governors as required.

Additional Duties

- **Safeguarding & Child Protection**
Prenton High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection policy and procedures at all times.
- **Health & Safety**
All staff at Prenton High School for Girls are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, raise concerns through their line managers, and the Health & Safety Manager.
- **Equality & Diversity**
All staff at Prenton High School for Girls are expected to promote equality of opportunity for all students and staff, both current and prospective, and to support an environment that values diversity.
- **Data Protection**
All staff at Prenton High School for Girls have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with Data Protection and GDPR 2018.