

HAZRAT KHADIJATUL KUBRA GIRLS SCHOOL

JOB DESCRIPTION ADMINISTRATION ASSISTANT

MAIN RESPONSIBILITIES, TASKS AND DUTIES

1. To provide comprehensive administrative support in the Main Office.
2. To co-ordinate work experience for pupils
3. To assist with the management of the school websites.
4. To assist with the administration of school trips and internal visits.
5. To maintain the school notice boards
6. To assist with the management and collection of fees
7. To be First Aid trained and administer First Aid when needed.
8. To act as an initial point of contact for incoming phone calls, visitors, pupils, staff and, as such, must be well-presented with a professional, friendly approach.
9. To work towards fulfilling the school's commitment to a high quality of service and to promote and embody the school's ethos.
10. Any other administrative duties that are required to ensure the smooth running of the school.

OTHER RESPONSIBILITIES INCLUDE:

11. To carry out day-to-day telephone and reception duties, deal with queries and relay messages as appropriate.
12. To deal with incoming and outgoing post and distributing deliveries to the relevant staff members.
13. To review pupil registration daily and establish whereabouts of absent pupils.
14. To manage the facility bookings diary.
15. Provide assistance with the school library and occasional supervision of pupils.
16. To support in the arrangements of routine in-school activities such as induction days and parents' evenings etc.
17. To assist in the compilation of such reports and records as may be required by the Headteacher/Deputy headteacher, trustees or external agencies involved with the school.
18. To liaise with parents as directed regarding issues relating to individual pupils.
19. To assist with the preparation and distribution of school reports for parents.
20. To help ensure the Main Office/reception area is kept tidy and that confidentiality is maintained.
21. To arrange the school calendar and programme of meetings and events over the year.
22. Assist with pupil first aid and welfare matters.

23. Assist with all administrative duties such as photocopying, filing, data input and handling, and other occasional reasonable duties as may be requested by the Head teacher, Deputy Head Teacher and other members of the Senior Leadership Team.

SKILLS:

- a) A good working knowledge of Windows, Microsoft application and ideally with MIS.
- b) Good organisational skills, including prioritising, working to deadlines and a can-do attitude.
- c) Good communication skills with the ability to deal tactfully and confidently with telephone callers and visitors, and the ability to maintain confidentiality and diplomacy when required.
- d) Appropriate first aid qualification, or willingness to complete training.
- e) The ability to handle confidential material with discretion.
- f) An ability to establish good working relationships.
- g) Ability to work effectively within a team and on own initiative.
- h) Must be accurate in recording details and make full use of the school's computer systems.

APPRAISAL

- a) To undertake self-appraisal whenever directed by the Head teacher.
- b) To co-operate with any arrangements made to evaluate performance.
- c) To participate in any arrangements connected with inspections.

TRAINING AND DEVELOPMENT

- a) To review methods and programmes of work as and when directed by the Head teacher.
- b) To undertake In Service Training (INSET) work when necessary.
- c) To participate in any arrangement aiming at one's professional development, including day, weekend or evening courses.
- d) To participate in any training regarding when requested by the Head teacher.

MANAGEMENT

- a) To help in the induction of new administrators, assistants and volunteers at the request of the Head teacher/Deputy headteacher
- b) To provide support for other administrators as and when directed by the line manager.
- c) To represent the School in any activity directed by the Head teacher/Deputy Headteacher
- d) To participate in the management of and participate in the extra-curricular activities of the School.

PUBLIC EXAMINATIONS:

- a) To support in arrangements for preparing pupils for public examinations.
- b) To support in arrangements for pupils' supervision during public examinations.

GENERAL:

- a) Adhere to and work within HKKG School's practices and policies including those relating to Equal Opportunities, Confidentiality and Health and Safety.
- b) To be committed to safeguarding and promoting the welfare of pupil by adhering to safeguarding policies and undertaking appropriate training.
- c) Willingness to dress smartly and modestly, respecting the ethos and values of HKKG School.

To Whom Responsible:

Headteacher

Assistant/Deputy Headteacher

This Job Description may be amended at any time after discussion with you.

"Our school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. As such an enhanced Disclosure and Barring Service (DBS) disclosure will be sought along with other relevant employment checks deemed appropriate"