

Devon County Council

Job Description



Job Title	Administrative Assistant		
Location	Ellen Tinkham School & College Bidwell Brook School		
Reporting to	Head of School		
Post Number	386	Grade	C
Directorate/Section	CYPS		
Effective date of JD	September 2020	JE Job Number	

Job Purpose including main duties and responsibilities:

Provide confidential, administrative support to the Senior Leadership Team (SLT) as and when required and to cover front-line reception duties for visitors and callers to the school and handle incoming telephone calls when required.

Would be expected to have an understanding of the Special Needs of the pupils at the school and to be aware of the stakeholders i.e. parents, governors, staff and other professionals involved in their well being. Ensure that the school mission is achieved.

In this very variable post at a Special Needs school, you would normally be expected to cope with multiple changes in priorities in order to achieve deadlines, but be able to call on guidance from SLT to resolve high incidences of workload and conflicting priorities. Be prepared to urgently change priorities in case of emergencies, including liaising with emergency services.

Main duties and responsibilities:

- To provide administrative support to the Senior Leadership Team (SLT) and create and maintain accurate data and reports for members of SLT for approval or information when required;
- Maintain records and provide accurate reports for Governors, Executive Head and SLT;
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- Respond to enquiries on behalf of the Senior Leadership Team by phone, email and in writing.
- Manage data , monitor compliance and progress of work and projects. Manage and meet deadlines highlighting any concerns to SLT in a timely manner. .
- Use and maintain Bromcom database and Bromcom reporting as and when required.
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- Use CPOMS database and reports..
- Use Earwig database and reports.
- Assist the Senior Leadership Team with managing emails and diaries in a timely manner. Arranging meetings as required.
- Will be required to take minutes at meetings.
- Other admin duties as required;
- Regularly redefine own priorities in order to achieve deadlines.
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- Assist in checking on progress of work and projects .
- To provide office services including typing, word processing, spreadsheets and filing (proficient in the use of Word / Excel with knowledge of Powerpoint and Publisher).
- To prepare and produce resources materials.
- To assist with the arrangements of meetings and conferences.

- To maintain confidentiality at all times.

Undertake front-line reception duties to include:

- Answering queries from, welcoming and advising parents / carers, visitors, contractors;
- Answering the telephone to callers and providing a full switchboard service to the school community;
- Accepting and processing deliveries;
- Being aware of and complying with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, and staff code of conduct, and reporting all concerns to an appropriate person;
- Being aware of and support difference, ensuring all pupils have equal access to opportunities to learn and develop;
- Contributing to the overall ethos/work/aims of the school;
- Appreciating and supporting the role of other professionals;
- Participating in regular training sessions, courses, and other learning activities and performance development, as required.