

BOURNVILLE SCHOOL AND SIXTH FORM CENTRE

Administration Assistant

Name:

Date of Commencement:

Grade: **Grade 2**

Line Managers: **Personnel and Exams Manager**

Job Purpose

To provide general clerical and administrative support for the Pastoral Office, and Personnel and Examinations Manager under the direction of the Pastoral Office Manager.

Duties and Responsibilities

General

1. To perform secretarial duties as required by the Pastoral Office Manager and Personnel and Administration Manager eg typing, filing, data analysis, photocopying
2. Sorting and Distributing post/faxes throughout the day
3. To lay out catering for events in the Elgar Hall in co-ordination with the Bronte Office who will organise the provision of supplies.
4. Ensuring post from Elgar is taken to Bronte for franking at the end of every day.

Pastoral Office Manager

5. To Perform the duties of receptionist in the Pastoral Office for pupils ensuring that all enquires are dealt with appropriately and visitors re-directed to the School Office to be signed in.
6. To maintain pupil alert cards for medical needs in liaison with the school nurse and AHT Every Child Matters. Maintain and monitor medical records and administer medication.
7. To issue latecomers slip and authorised absence slips as required on a daily basis. Signing out pupils authorised by a Student Progress Leader, AHT or Attendance Manager.
8. Under the direction of the Pastoral Office Manager ensure the CMIS records for pupils are up to date.
9. Responsible for Year 10 and 11 SPL's filing and AHT Every Child Matters Filing
10. Completing exclusion procedures and related correspondence.
11. Completing Headteacher's detention procedures and related correspondence.

Personnel and Administration Manager

Working to support the Personnel and Administration Manager by

Examinations

12. Dealing with telephone calls to/from parents, exam boards. Communicating with exam boards and other outside bodies for information when needed.
13. Responsibility for data entry including exam entries, forecast grades and coursework marks.
14. Ensuring that advanced/preliminary material sent by the exam boards is kept securely until issued to faculties on data specified. Keeping a log of this.
15. Producing exam cards for pupils in Year 10, 11,12,13. Internally checking for new admissions and putting each pupil on exam system and issuing them with candidate numbers.
16. Keeping up to date files for requirements of VI/SEN/EAL pupils.
17. Checking receipt of exam papers from the boards. Cross checking codes to ensure that correct number and type of exam paper have been received and keeping them in a secure place until required.
18. Organising exam papers in secure cabinets so that they are collated in accordance with the seating plans and ready for distribution to each venue with the correct seating cards and required equipment/materials.
19. Ensuring safe-keeping of attendance registers and examiner labels received from the exam boards until needed.
20. Keeping a filing system for faculty exam records.
21. The preparation and maintenance of exam room equipment boxes and notices. Ensuring adequate equipment provided for examinees and reordering at the end of the year.
22. Maintaining instrument boxes and calculators for examinations.
23. Ensuring there is adequate exam stationery for the requirements of the specific examinations to be taken i.e answer booklets, tracing paper, graph paper, maths formula books.
24. Setting up the exam rooms at exam times and ensuring appropriate notices are shown and equipment is in place.
25. After exams, marking attendance sheets, checking and packaging exam papers to be sent to the marker or board.
26. If exam finishes late, after post collection, responsibility for ensuring safe storage for exam scripts for collection for the following day or taking scripts to nearest parcel force depot.
27. Issuing requests to departments for coursework and returning coursework to the board within the correct time frame and ensuring that each package of coursework is listed on a Certificate of Postage signed by postman as proof of posting.
28. To go on training courses when necessary and keeping in close contact with the National Assessment Agency for advice on updated information regarding examination procedures.

Personnel

- 29. To assist in the procedures associated with recruitment and appointment of staff.
- 30. To keep Personnel records up to date and filed.
- 31. To liaise with schools personnel where requested by the Headteacher, Finance and Service Manager or Personnel and Administration Manager
- 32. To be responsibility for ensuring all members of staff have the correct Identity badges by taking photographs, loading onto the correct software and issuing badges.
- 33. To be responsibility for issuing car park passes and maintaining an up to date database of car details.

Additional Duties

- Any other duties commensurate with the grade and nature of the post.
- Check and enact on emails daily
- To be a School First Aider

Supervision Received

- 1.0 Line Managers: Pastoral Office Manager & Personnel and Administration Manager
- 2.0 Level of Supervision: Left to work within established guidelines subject to scrutiny by supervisors.

Special Arrangements

The School operated with the City Council guidelines and procedures. Support staff are expected to take a half hour lunch break in line with the school and to keep an accurate record of hours worked.

Signed

Headteacher

Date

21 November 2007