

**HAYDON SCHOOL**  
**JOB DESCRIPTION – ADMINISTRATION ASSISTANT (APPRENTICE)**

<b>Post Title</b>	<b>Administration Assistant (Apprentice)</b>
	Haydon is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment
<b>Reporting to:</b>	Administration Manager
<b>Responsible for:</b>	<ul style="list-style-type: none"> <li>• Completing any tasks to support the whole school admin team.</li> </ul>
<b>Liaising with:</b>	<ul style="list-style-type: none"> <li>• With students, staff, contractors, parents, members of the public.</li> </ul>
<b>Working time:</b>	37 hours per week, 42 weeks per year 38 weeks term time plus five training days and 15 days during the holidays (dates to be agreed with Admin Manager). Between 7.30am – 5pm (Hours to be worked in accordance with the needs of the school and agreed with the Administration Manager)
<b>Salary/Grade:</b>	Apprentice Rate / National Minimum Pay Rate as applicable £6.50 per hour (£240 per week) paid pro rata over 12 months
<b>Disclosure level:</b>	Enhanced
<b>MAIN DUTIES:</b>	<ul style="list-style-type: none"> <li>• Dealing with students, staff, contractors, parents, members of the public.</li> <li>• General administration support such as word processing, photocopying, scanning, mail merge, spreadsheets, Data input to SIMS.</li> <li>• Running reports from SIMS</li> <li>• In-touch</li> <li>• Reception duties including internal and external post</li> <li>• Supporting parents evening reception on occasions</li> <li>• Filing</li> <li>• Assisting in reprographics, laminating, binding, GNNs, Cutting, displays etc.</li> <li>• Assisting in the Finance office where relevant.</li> <li>• Administration of supply cover</li> </ul>
<b>Curriculum Provision:</b>	<ul style="list-style-type: none"> <li>• General support across the whole administration departments</li> </ul>
<b>Curriculum Development</b>	<ul style="list-style-type: none"> <li>• General administration support of various faculties</li> </ul>
<b>Staff Development</b>	<ul style="list-style-type: none"> <li>• To be proactive and take interest in other areas of the Administration departments and what they do.</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>• To ensure that this maintained at all times</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>• To ensure the maintenance of accurate and up-to-date information</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>• Communicating with parents</li> <li>• Communicating with staff and outside agencies</li> </ul>

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<b>Pastoral System:</b>	<ul style="list-style-type: none"> <li>• To help and encourage the pastoral team towards continuity</li> </ul>
<b>Additional Duties:</b>	<p>To play a full part in the life of the school community, to support the school's distinctive mission and ethos and to encourage students and staff to follow this example.</p> <p>Perform 1<sup>st</sup> Aid and fire marshal duties.</p> <p>Organise and maintain display boards.</p>
<p><b>You are to carry out the duties of support staff as set out in the Job Description and any other duties as reasonably required by the Headteacher and consistent with the overall level, nature and grading of the post.</b></p> <ul style="list-style-type: none"> <li>• To promote actively the school's corporate policies</li> <li>• To continue personal development as agreed</li> <li>• To actively engage in the staff review and development process</li> </ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>	
<p>This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title</p>	

**DATE – SEPTEMBER 2019**