

**BARR BEACON SCHOOL**  
**Job Description –Admin Assistant**

Arrangement	Full time – 37 Hours All year round (including school holidays) 21 days holiday + 9 bank holidays (holiday out of term time only) Working Hours: Monday – Thursday 8.00am – 4.00pm, Friday 8.00am – 3.30pm (including a 30 minute lunch)
Salary	£15,241
Main Purpose:	To provide administration to the School
Main Activities:	<ul style="list-style-type: none"> <li>• Fully support the school in all aspects of administration.</li> <li>• Reception duties.</li> <li>• Answering the school switchboard.</li> <li>• Liaising with pupils, parents, staff and professional outside agencies.</li> <li>• Excellent computer and keyboard skills especially in word processing.</li> <li>• Excellent communication skills – both verbal and written.</li> <li>• Undertake administration duties, answering telephone queries.</li> <li>• Assist with pupil first aid/welfare duties. Looking after sick pupils, liaising with parents/staff etc.</li> <li>• Provide routine clerical support e.g. photocopying, filing, emailing, complete routine forms.</li> <li>• Undertake typing, word-processing and other IT based tasks.</li> <li>• Collate, check and distribute reports.</li> <li>• Operate relevant office equipment and IT packages (e.g. word, excel, databases, spreadsheets, Internet, photocopier).</li> <li>• Good time-management organisational and work-planning</li> <li>• Self-motivated and enthusiastic.</li> <li>• Effective team worker.</li> <li>• An ability to remain calm when under pressure.</li> <li>• An open, honest and active listener.</li> <li>• A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service.</li> <li>• First aid to pupils, staff and visitors as required.</li> <li>• To attend First Aid training as required.</li> <li>• To undertake any duties reasonably directed by the Headteacher</li> </ul>
Support:	<ul style="list-style-type: none"> <li>• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.</li> <li>• Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Be aware of, support and ensure equal opportunities for all.</li> <li>• Contribute to the overall ethos/work/aims of the school.</li> <li>• Appreciate and support the role of other professionals.</li> <li>• Participate in training and performance development as required.</li> </ul>
Additional Duties:	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example</li> <li>• Any other duties as directed by the Headteacher</li> </ul>

