

Magdalen College School
JOB DESCRIPTION

Post Title	Administrative Support Assistant
Postholder	
Purpose	To provide administrative support to the school, including faculties
Reporting to	Admin Co-ordinator
Specific tasks of the post	<ul style="list-style-type: none"> • Make arrangements for school trips, events etc as directed • To undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors as and when necessary • To collect and accurately record all permission slips for school trips, events etc and agree to appropriate lists • Provide general clerical support e.g. photocopying, filing, scanning, emailing, completing routine forms and responding to routine correspondence • Maintain manual and computerised records/returns/management information systems • Undertake typing, word-processing and other IT based tasks including the production of letters, reports and schedules and operate relevant equipment/ICT packages e.g. excel, databases, management information system and internet • Maintain and collate pupil reports that routinely required by the LA and DfES • Maintain stock and supplies, cataloguing and distributing as required • Respond to queries from staff, pupils and parents • Assist with admin tasks as necessary and as requested by the line manager • Undertake administrative work directly in relation the Duke of Edinburgh (DofE) • Undertake administrative work on behalf of the school's Inclusion Department when required. • Have responsibility for the school's lockers, including maintaining an accurate database
Responsibilities as a member of staff	<ul style="list-style-type: none"> • To ensure an appropriate individual response to whole school priorities • To support the personal and social development of students within the school • To engage actively in the Performance Management Review Process • To implement all school policies including child protection, GDPR • To be responsible for the health, safety and welfare of self and colleagues in accordance with school's Health and Safety policies, procedures and current legislation. • Attend relevant meetings as and when required
Personal Qualities; the postholder is expected to be:	<ul style="list-style-type: none"> • Committed to the principles of comprehensive education and equal opportunities • Committed to the ethos of Magdalen College school • Committed to teamwork within all aspects of the school • Proactive in terms of furthering their professional knowledge and skills. • Punctual for all commitments • Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community

SignedPostholder

.....Line manager

Date