

Magdalen College School

***We are committed to the protection and safety of our students
and expect all staff to share this commitment***

JOB DESCRIPTION

Post Title	Administrative Support Co-ordinator
Postholder	
Reporting to	Administration Manager
Hours of work	30 hours per week, 40 weeks per week
Specific managerial responsibilities of the post	<ol style="list-style-type: none"> 1) Ensuring the smooth day-to-day running of admin support including faculties <ul style="list-style-type: none"> • Identifying administrative needs of all faculties • Co-ordinating appropriate member of the faculty admin team to these tasks 2) Line Management of administrative assistants 3) Administrative support for the school; for instance extra curricular music lessons; liaising with school lettings; work experience administration 4) Ensuring consistency of administrative working practices across the faculties, to include adoption of house style layouts 5) Identifying administrative training needs and liaison with Admin Manager to ensure that these needs are met 6) Ensure that effective file management is maintained
Specific responsibilities of the post as Admin Support Assistant	<ul style="list-style-type: none"> ▪ Stocktaking <ul style="list-style-type: none"> ○ Cataloguing, preparing, issuing and maintaining materials and equipment ○ Ordering supplies and equipment ▪ Maintenance/ Management of equipment and resources <ul style="list-style-type: none"> ○ Liaison with site supervisor and IT technicians ○ Booking resources ○ Assist with orderly and secure storage of equipment and supplies ▪ Word processing <ul style="list-style-type: none"> ○ Letters and faculty resources and assist with faculty communication ▪ Record Keeping and filing ▪ Photocopying of non-bulk items (class sets) ▪ Some transfer of manual data <ul style="list-style-type: none"> ○ Retrieve existing SIMS reports ○ Provide class lists/ timetables ○ Transfer of data onto Excel ▪ Trips <ul style="list-style-type: none"> ○ Administrative support for educational visits as directed by the member of staff organising the visit ▪ Telephone enquiries <ul style="list-style-type: none"> ○ Deal with straightforward enquiries linked to faculty ▪ Peripatetic music service – all admin related to this ▪ Administrative support for all external school bookings ▪ Administrative support for the work experience weeks ▪ Provide cover for reception as necessary and directed by the line manager ▪ Assist with admin tasks as necessary and as requested by the line manager
Responsibilities as a member of staff	<ol style="list-style-type: none"> 1. To ensure that the safety and welfare of all students is given priority at all times 2. To support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise 3. To ensure an appropriate individual response to whole school priorities 4. To engage actively in the Performance Management Review Process 5. To implement all school policies

	<ol style="list-style-type: none"> 6. To attend all meetings as directed 7. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately.
Personal Qualities; the postholder is expected to be:	<ol style="list-style-type: none"> 1. Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School 2. Committed to ensuring the safety and welfare of all students at all times 3. Committed to team work within all aspects of the school 4. Proactive in terms of furthering their knowledge and skills 5. Punctual for all commitments 6. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.
<p>This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.</p>	

Signed

.....Postholder

.....Line Manager

.....Date