

Post Title: Administrative Support Officer	Department: Support Services	Workplace: Easington Academy
Responsible to: Support Services Manager	Responsible for: n/a	Salary Band: Scale 3, Term-Time plus 5 days, £15,573 - £16,466 pa

Job Purpose:

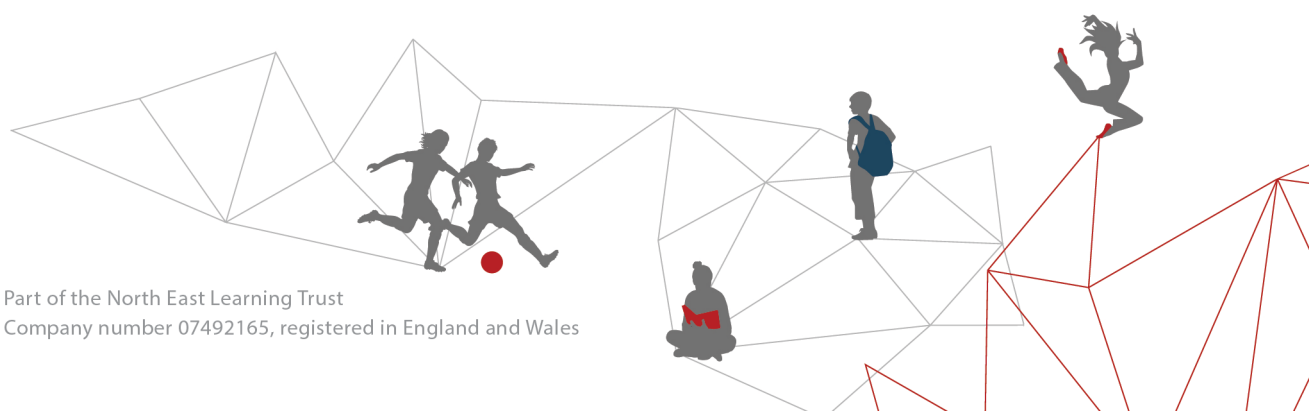
To provide the day to day administrative support for school teaching staff.

Resources:

Staff	None
Finance	Ordering resources and equipment
Physical	Shared responsibility for school equipment and materials
Clients	Students, staff, external bodies, parents/carers, school visitors, volunteers

Duties and responsibilities:

- To provide the highest levels of administrative support and customer service to the wider school community
- To provide administrative support to senior leaders, including organisational support for projects involving liaison with staff, students, parents and external providers
- To provide administrative support for events such as open evenings, parents' evenings and presentation evening. This will include attendance at these events
- To support the Support Services Manager with administrative tasks
- To ensure that school reception and incoming calls are resolved with the highest level of customer service
- To ensure the collection of data from students or parents for accurate maintenance of SIMS
- To administer the online payment system and receipt of income in line with school procedures
- To work to school priorities and deadlines in line with agreed procedures, including support for the Data and Exams Manager at key exam periods
- To receive all incoming emails to the school admin account and forward them to the relevant member of staff



- To administer the booking of school facilities for hire and community courses ensuring that all NELT procedures and health and safety regulations are complied with
- To undertake financial duties within the school admin office including processing orders, administration of petty cash and cash handling
- To support curriculum areas in the timely preparation of materials and resources
- To support curriculum areas in the preparation of wall displays
- To monitor security and ensure visitors to the site are dealt with appropriately
- To maintain manual and computerised records
- To distribute incoming mail and organise outgoing mail
- To support the ordering and distribution of school uniform
- To support the administration of room bookings
- To maintain and record information for school trips

GENERAL: To be a part of the Support Services Team

Duties and responsibilities:

- To provide cover for front office duties as and when required

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You therefore have a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

Signed: _____ **(Post holder)** **Date:** _____

Signed: _____ **(Line Manager)** **Date:** _____
