

**Bracknell Forest Council
Garth Hill College**

JOB DESCRIPTION

Department: EDUCATION	Section:
Post Number:	Location: Garth Hill College
Job Title: ADMINISTRATION ASSISTANT	Grade/Salary Range: BG–J 4-6

JOB PURPOSE

Job Purpose:

- To provide effective administration support for the College as required.
- In addition, to be a member of a wider team of support staff dealing with all administrative, secretarial and reception tasks, efficiently and courteously

MAIN DUTIES AND RESPONSIBILITIES

Duties and responsibilities

- To provide all aspects of administration support for the College which may include attendance administration, pupil reception, correspondence, filing, arranging trips, data boards.
- To provide support to the administration team working closely with, and being supportive of colleagues, providing assistance where necessary
- To undertake answering of incoming and internal telephone calls, taking messages, undertaking any action necessary, and following up as appropriate
- To undertake retrieval of information, generation of general reports etc. from SIMS as required
- To undertake any other tasks as required by the Administration Manager
- To maintain appropriate standards of professional appearance and conduct
- To comply with College policies and to maintain the total need for confidentiality and data protection.

Other shared duties

- As a qualified first aider (training given), assisting the Administration Manager with any medical/vaccination programmes, with the administration and care of pupils.
- Assisting with reception duties when necessary.
- Assisting with the maintenance of the college's SIMS database.
- Assisting with the filing in the main office.

All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use

Directed Time in accordance with the school's published Time Budget Policy, and have regard to the Teacher's Conditions of Employment.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The College 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.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Date:

Signature: