

**THE HEATHLAND SCHOOL**  
**ADMINISTRATIVE ASSISTANT**  
**SCALE 2/3 Actual salary £17096.55 to £17836.76**  
**Monday – Friday 8am – 1pm 25 hours per week**  
**Term Time +5 INSET Days**

**JOB PURPOSE**

To provide effective and efficient administrative support.

**KEY ACCOUNTABILITIES**

Responsible to Office Manager

1. To be responsible for:
  - The organisation and updating of KS4 pupil files
  - Maintenance of KS4 Year Team filing
  - Making and photocopying resources for KS4 Year Team use
  - Data inputting on Pupil Progress
  - To provide ad hoc admin assistance as and when required
2. To assist the Head of Year (KS4) with:
  - Creating accurate letters using mail merge, display items and certificates for HOY
  - Monitoring the Microsoft Teams areas to ensure parents are informed of pupil achievements and concerns
  - Assist HOY in other administrative tasks that are required, which include: photocopying, printing and contacting parents
  - Recording Incident Forms on SIMS
  - Recording positive achievements on SIMS
  - To sift and archive KS4 at the end of Year 11
3. To process all Trip & Visit requests under the direction of the Assistant Headteacher including liaising with department trip representatives to create letters and process insurance paperwork and cover circulars. In addition, to set up and maintain a trips & visits calendar and progress report. (Monday and Tuesday only)
4. To work with the Assistant Headteacher (Learning and Teaching) to process all staff course bookings, including liaising with course providers and completing cover slips. Update staff records and produce reports as requested. (Monday and Tuesday only)
5. To respond to telephone calls and enquiries and available for reception cover when required.
6. To provide cover for KS3 administrator if or when absent.
7. To undertake additional administrative tasks as directed by the Office Manager.
8. To complete regular first aid training to assist with providing cover in medical room

9. To follow all safeguarding procedures and complete training as required

This role is not limited to the above and can be changed depending upon the needs of the school.

**THE HEATHLAND SCHOOL  
Administrative Assistant**

### Person specification:

Responsible: Office Manager

ESSENTIAL	DESIRABLE
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#### Skills, Attributes

<ul style="list-style-type: none"><li>• Good GCSE passes in English and Maths or equivalent</li><li>• Excellent organisation skills</li><li>• Ability to plan for and meet deadlines, whilst paying attention to detail</li><li>• Ability to work in a team and individually</li><li>• Commitment to confidentiality</li><li>• Understanding of safeguarding in a school context</li><li>• Ability to lead a team and remain calm under pressure</li><li>• Strong work ethic with excellent timekeeping and attendance record</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of a secondary school working environment</li><li>• Knowledge of School Information Management Systems (SIMS)</li><li>• First Aid Train or willingness to train</li></ul>
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#### Experience

<ul style="list-style-type: none"><li>• Intermediate to advanced knowledge of Microsoft Office (e.g. Excel, Word)</li></ul>	
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