

JOB DESCRIPTION

Post Title	ADMINISTRATION ASSISTANT – part time
Responsibilities	<ul style="list-style-type: none"> • Student reception duties including uniform distribution and first aid • Reception duties including answering telephone calls. • Responsible for the medical room • Admin for SLT/Student Support Managers • Liaise with external agencies to organise vaccinations
Duties: Student Support	<ul style="list-style-type: none"> • Timetable printing & student queries • Uniform distribution • First aid & supervision of the medical room • Keeping of records related to the medical room • Production of detention registers and other data reports to support the Academy's Behaviour Management System • Administration for Immunisation programme
General Admin	<ul style="list-style-type: none"> • Reception duties including answering telephone calls, dealing with queries from parents, students and visitors • Administrative support for the Faculty Team Leaders and Year Leaders • Weekly bulletin for staff • Word processing and data input • Production of letters using mail merge • General filing & photocopying • Admin for SLT/Student support, when required
Other duties	<ul style="list-style-type: none"> • Providing refreshments as required • Participate in the Academy's Performance Management Programme • Any other duties that may reasonably be required from time to time <p><i>This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Colchester Academy.</i></p>
Reports to	Office Manager
Salary/Grade	Band 2
Hours of work	30 hours per week 38 weeks a year



Colchester Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.