

**Bracknell Forest Council
Garth Hill College**

JOB DESCRIPTION

Department: EDUCATION	Section:
Post Number:	Location: Garth Hill College
Job Title: ADMINISTRATION ASSISTANT 30 HOURS PER WEEK	Grade/Salary Range:

JOB PURPOSE

Job Purpose:

- To provide effective administration support for a 'School'
- To provide administration support for Trips and Visits in liaison with the Extended Services Administrator.
- To provide effective administration support 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 a 'school' which may include correspondence, filing and data boards.
- To work with the Extended Services Administrator and the Assistant Principal in charge of Trips and Visits to ensure the smooth running of the College's extra-curricular programme.
- To provide administration support for the IN STEP Programme to include managing events and liaising with all stakeholders.
- To provide all aspects of administration support including student references, ClassCharts projects, accident reporting and managing display boards
- To undertake answering of incoming telephone calls, taking messages, undertaking any action necessary, and following up as appropriate
- As a qualified first aider (training given), delivering first aid to pupils
- 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:

- Assisting with reception duties when necessary
- To provide support to the wider administration team

OTHER SHARED RESPONSIBILITIES

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

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.

Date:

Signature: