



KING EDWARD VI SCHOOL

JOB DESCRIPTION – ADMINISTRATIVE ASSISTANT & LUNCHTIME SUPERVISOR

Salary Scale/Range: Administrative Assistant - Grade 3 (SCP4-6)
Lunchtime Supervisor – Grade 2 (SCP4)

Hours: 27.5 hours per week, term time only

Responsible to: School Business Manager

Purpose of the Role: To provide administration support as required
Carry out a daily lunchtime duty

Duties & Responsibilities:

Administration:

- Administer and co-ordinate a range of activities as directed. These tasks could include:
 - data entry
 - correspondence to parents/students
 - school events/trips
- Administer and co-ordinate the school's extra-curricular provision which could include:
 - Creating extra-curricular calendar
 - Liaising with staff offering clubs
 - Collate and report on attendance data
 - Update (via IT) website/social media materials
- Maintain accurate records as required by the role
- Order and maintain resources, following school finance procedures and liaising with the Finance Team as appropriate
- Support Duke of Edinburgh admin together with the DoE Co-ordinator also acting as an Internal Verifier
- Any other administrative tasks as deemed appropriate by Senior Administrative and Business Support Staff and/or Business Manager

Lunchtime Supervision:

- Ensure safety of students within duty zone
- Undertake duties as directed by the Duty Lead
- Report any safeguarding concerns following school policy
- Uphold school behaviour policy
- Encourage positive student behaviour

Policy and practice

To carry out the duties contained within this job description in a professional and supportive manner and to work towards the agreed aims of the school. In the course of their employment, to act with due care for the health, safety and welfare of themselves, other employees and other persons in accordance with the school's Health & Safety Policy.

**PERSON SPECIFICATION
ADMINISTRATIVE ASSISTANT/LUNCHTIME SUPERVISOR**

	Essential	Desirable	How assessed
KNOWLEDGE/QUALIFICATIONS			
Good general education, minimum GCSE Grade C and above in Maths and English	*		A
EXPERIENCE			
Experience of working in a school		*	A/I/R
Working as part of a team	*		A/I/R
SKILLS			
Excellent motivational and communication skills	*		A/I/R
Ability to manage, plan and complete daily and weekly tasks in a busy educational environment	*		A/I/R
Ability to prioritise, multi-task, show initiative and work to deadlines		*	A/I/R
Excellent ICT skills including proficiency in Microsoft Office packages including Word, Excel and PowerPoint	*		A/I
BEHAVIOUR AND OTHER RELATED CHARACTERISTICS			
Ability to respect and maintain confidentiality	*		A/I
A commitment to abide by and promote the School's Policies	*		A/I

KEY:

A - Application

R - Reference

I - Interview