

**Bracknell Forest Council
Garth Hill College**

JOB DESCRIPTION

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

JOB PURPOSE

Job Purpose:

- To provide administrative and medical support as part of a select team dealing with pupil welfare.
- To provide effective administration support for a House within the Pastoral System.
- In addition to be a member of a wider team of administration staff, providing support for all administrative, secretarial and reception tasks, efficiently and courteously.

MAIN DUTIES AND RESPONSIBILITIES

Duties and responsibilities

- Receiving sick children and staff, administering first aid as a qualified first-aider, advising senior staff of anxieties, maintaining the medical register, and accompanying a pupil to hospital if necessary.
- Dealing with all pupil enquiries. This may involve handling delivering urgent and important messages around the college where required.
- The above may involve liaison over pastoral problems with the Heads of House/Tutors.
- To provide effective administration support for a School and House within the pastoral system.
- Dealing with the administration of photographs and the collection of money.
- Maintaining the first aid boxes around the college, checking inventories and stocks ordering regularly and making up special kits for day trips as well as residential trips.
- Maintaining the stationery storeroom, monitoring levels of stock, updating inventory on a regular basis and ordering stationery as required.
- Dealing with staff organising trips and parents when necessary, with regards to medical conditions and dietary needs. If special training is needed, to liaise with Senior Management and arrange with school nurses/staff of arrangements and times.
- Answering incoming and internal telephone calls, taking messages/undertaking any action necessary, and following up as appropriate.
- To work closely with, and be supportive of, colleagues within the administration team and provide support where and when necessary.
- 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 the school nurses and Heads of House with medical/vaccination programmes and the after care of pupils.
- Receiving lost property, sorting and returning, if named to owner.
- Assisting with filing in the main office.
- Assisting with the franking and distribution of post on a rotational basis.

SCOPE OF JOB

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

Date:

Signature: