

Kineton High School & Sixth Form
Job Description: Administrative Assistant (draft)
37 hours per week, term-time only plus 10 days to include training and results days

Responsibilities as Administrative Assistant To:	<ul style="list-style-type: none"> • Provide clerical and administrative support to the school • Provide a communications service as required, to include issuing press releases and updating the content of the school website and social media accounts • Produce publicity and communications materials to include prospectuses, newsletters etc • Provide specific administrative support to the Leadership Team where required • Provide assistance to the administrative team manager where required • Record, communicate and exchange information via post, telephone, email, websites, databases etc • Deal with routine enquiries from students, staff, parents, visitors etc • Assist, where required, the general administrative and student services teams
Responsibilities as a member of staff To:	<ul style="list-style-type: none"> • Actively contribute to, and fulfill, staff and school responsibilities for safeguarding and promoting the welfare of children and young people. • Work effectively with all members of the school community to promote the KHS ethos, mission and values. • Adhere to all relevant school policies. • Take reasonable care of your own health and safety and that of others • Co-operate to enable the school to meet its health and safety responsibilities • Not interfere with or misuse anything provided for your health, safety and welfare • Act as a role model in terms of expected standards of dress, conduct, language and punctuality.
<p>This job description is subject to periodic review and may be changed in accordance with the developing needs of the school, the department, the students or the post-holder, with whom any change will be discussed in detail.</p> <p>This job description should not be taken as comprehensive and exclusive of any other tasks. By negotiation and agreement between the post-holder and the Head Teacher other tasks which are relevant and reasonable for the post-holder may be allocated.</p> <p>Adults employed to work in Kineton High School are vetted for their suitability to work with children in accordance with the Keeping Children Safe in Education Policy and DfE requirements.</p>	