

Kineton High School & Sixth Form

Job Description: Administrative & Communications Assistant (draft)

20 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>	