



## **Year Co-ordinator Administrator (Maternity Cover)**

**Job Description June 2017**

**Grade: Scale 3, Point 14-17 (£16,618 - £17,570)**

**Hours: Term Time Only**

**Line Manager: Office Manager**

**Duties and Responsibilities:**

1. To provide administrative support to year coordinators (YC) and assistant YCs.
2. To produce letters, memos and spreadsheets for the YCs.
3. To be responsible for the upkeep and maintenance of YC's filing systems.
4. To undertake photocopying and collating of documents.
5. To assist YCs with the administration of academic reports.
6. To assist the Head Teacher and YCs with the organisation of Parents Meetings
7. To organise agendas for Year Team meetings.
8. To liaise with parents/carers of students on behalf of YCs.
9. To liaise with students on behalf of YCs.
10. To liaise with other schools and institutions on behalf of YCs.
11. To support the Deputy Head Teacher with oversight of rewards and YCs in enacting the rewards system.

**Generic**

1. Undertaking the necessary training required in order to keep up to date with developments as identified through Appraisal.
2. Ensuring compliance with the school's Health and Safety Policy, personally contributing to an environment that welcomes diversity and respects individuals.
3. Performing other such duties of a similar nature as from time to time may be required. Fundamentally to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the school's ongoing needs.



## **Administrative Assistant Person Specification**

### **Essential (E) or Desirable (D)**

#### **Experience:**

previous experience of working with students in an educational environment (E)  
previous experience working in an office environment, dealing with competing priorities (E)  
previous experience of using ICT packages (E)

#### **Skill, Knowledge and Abilities:**

able to carry out set duties (E)  
appropriate ICT skills (E)  
able to work using own initiative (E)  
an attention to detail (E)  
high level of personal drive and energy (E)  
receptive to new ideas and change (E)

#### **Education and Qualifications:**

a good standard of general education (D)  
a first aid qualification (training will be provided) (E)

#### **Personal Attributes:**

willing to integrate into a team (E)  
able to use own initiative to deal with situations as they arise, acting in line with school policies and instructions (E)  
a friendly, co-operative approach to parents, students and staff (E)  
willing to work flexibly in terms of job roles and responsibilities (E)  
promotes and gives a positive image of the school (E)