# JOB DESCRIPTION – Administrative Assistant: Lettings and Extra Curricular Provision

**Grade:** Grade 2 point 17 £17,772 (Term time only)

**Hours:** Two to three days per week (negotiable)
Term time only
Hours 8.00am- 3.45pm (inc a 30 min unpaid lunch break)

**Responsible to:** Head’s PA

**Main Purpose:**
- To work as part of the Administration Team providing a comprehensive business support service, with a main focus on the administration of the school’s lettings.
- To provide support for the administration of extra-curricular provision within school.
- To provide administrative support to the Finance Officer.

## Lettings

To manage the schools external lettings including marketing the lettings taking bookings, arranging resources and liaising with site staff, working with the Finance Office to ensure prompt and accurate payment. The role involves:

**Marketing:**
- Actively market the site to generate new bookings and maximize the opportunities that the site provides.

**Invoicing:**
- Working with the Head to create a clear and transparent payment structures for all bookings.
- Invoice termly for bookings and actively chase any outstanding payments.
- Collating user signing in and out records to ensure that correct invoices are generated.

**Administration:**
- Liaising with the Head’s PA regarding the availability on the school calendar for lettings.
- Making bookings for all lettings onto the school calendar
- Liaising with the site team regarding bookings to include timings, requirements.
- Issue to all bookings the user public liability insurance and administering the school/user agreement forms
- Dealing promptly and efficiently with email and telephone queries regarding bookings.

## Extra Curricular provision

- Working with the Deputy Headmistress (Teaching and Learning) to administer extra-curricular provision within the school.

## General Administration:

- To answer the switchboard promptly and deal with telephone enquiries, taking messages or re-directing calls to appropriate members of staff and covering at main school reception where needed.
### General Finance Support

- To provide administrative support for all Subject Departments including the raising and receiving of orders (excluding Science, Technology and Performing Arts).
- To check all department deliveries are stored correctly and liaise with the Site Management Department.

### General Finance Support

- To work with the Finance Officer and Clerical Assistant (Admin) in offering support with the following aspects of general finance:
  - To administer the ‘goods received’ process in conjunction with the finance officer.
  - To oversee the coding of invoices with the correct expenditure code, ensuring they are logged on the system, distributing to budget holders for authorisation.
  - To maintain an invoice register.
  - To raise manual cheques for payment where required e.g. charity, bus pass, uniform grants.
  - To assist with receiving monies from pupils and the counting of monies.
  - To administer and pay relevant charity collections.
  - To deal with finance and invoice queries in the absence of the Staff Clerical Assistant (Finance).

### Generic Responsibilities

- All individual members of staff have a responsibility for promoting and safeguarding the welfare of the children and young people they are responsible for or come into contact with on the school sites.

- All staff must know about their roles and responsibilities under the terms of the school’s Safeguarding Policy, health and safety, data protection and confidentiality policies and report any concerns to the appropriate senior member of staff.

- Staff must carry out their roles and responsibilities with due regard to their own, and others, health & safety.

- All staff must know what to do in the event of the fire alarm sounding.

- All staff have a responsibility to report potential, or actual health and safety issues, to the school’s health and safety officer.

- All staff are required to follow all agreed school policies and procedures.

- Staff should at all times set an example of personal integrity and professionalism.

- Staff should be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.

- Staff should uphold the school ethos, aims and contribute to the development and achievement of the school’s strategic and development plans.

- Staff should be willing to work as part of a team, appreciating and supporting the role of other people within the team.

- Staff should attend and participate in meetings as required.

### Resources:

- To ensure use of IT to full capacity in order to produce high quality documents.
- To organise and present information for reports in a variety of formats.
The post holder will be expected to carry out any other duties associated with the work of the school as may be directed by the Headmistress, commensurate with the grade of the post.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Headmistress in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserve the right to make changes to the job description following consultation.

Signed Employee: ………………………………………………………………….   Date:……………………………………..

Signed Employer: …………………………………………………………………..   Date: …………………………………….