**SIR JOHN HUNT COMMUNITY SPORTS COLLEGE**

**Title:** Admin Assistant – Student Reception

**Post Grading:** Grade C

**Annual Hours:** 1462.5

**Weekly Hours:** 37.5

**Working Hours:** 8.00am – 4.00pm (Monday to Friday) (30 mins lunch)

**Weeks per year:** 39

**Additional Hours**: 37.5 hours to be worked outside of term time

**Line Manager:** Admin Team Leader

**Accountable to:** Admin Team Leader

**Postholder:**

This document outlines the duties required of the post holder for the time being to indicate a level of responsibility. It is not a comprehensive or exclusive list, and from time to time duties may be varied, which do not change the level of responsibility or general character of the job.

Key tasks:

1. To provide a professional first point of contact service for all stakeholders engaging with the College.
2. To provide an efficient administrative and clerical support service, including accurate word processing and computer data input and retrieval.
3. To proactively maintain an accurate MIS and other student record systems, and support the Office Manager/Principal in meeting the information needs of the College, LA and DfE.
4. To ensure safeguarding processes are followed with respect to all visitors to the college, including the meeting of supply teachers.
5. To work with student data to produce and analyse reports.
6. Support the team leader in the development of the service – collate issues & suggest solutions
7. To provide assistance with special events i.e. Parent Review Days, Open Evening etc.
8. To support in the communication to all stakeholders.
9. To provide an effective mail and distribution service.
10. To provide administrative support to the college behavioural processes.
11. To support with the daily pupil attendance process.
12. To assist with exam invigilation.
13. The completion of such other duties or developmental work which may arise from time to time.

 April 2025