



# Eggar's School

A SPECIALIST SCIENCE COLLEGE

## ROLE PROFILE Senior Administration Assistant

**NAME:**

**REVISED: Feb 2023**

<b>Department</b>	<b>Administration</b>
<b>Role Title</b>	<b>Senior Administration Assistant</b>
<b>Role Grade</b>	<b>D/E</b>
<b>Reports to</b>	<b>Business Manager</b>
<b>Role Purpose</b>	<b>To ensure effective and efficient administrative support for the school, including aspects of Health &amp; Safety.</b>

### ROLE REQUIREMENTS

*This involves identifying the most significant responsibilities of the role. Accountability statements are key functions of the role which in combination make up the main purpose.*

<b>Accountabilities</b>	<b>Accountability Statements</b>
List of Principal Duties	<ul style="list-style-type: none"> <li>• To book training courses for all staff.</li> <li>• To be involved with reviewing and maintaining policies, using published and communicated updates.</li> <li>• Administration of logbooks and task record keeping.</li> <li>• Diary management and booking in of inspections and servicing from current contractors.</li> <li>• To arrange the administration and organisational elements of the Health and Safety policy that is already in place, for example:               <ul style="list-style-type: none"> <li>- assist the site manager in arranging fire and lockdown drills and ensuring the relevant pre-event paperwork is in place and the follow up administration is carried out such as reporting.</li> <li>- send pre-existing H&amp;S induction information to staff, pupils, contractors, and visitors and keep a record of their completion.</li> <li>- manage our online forms for reporting of hazards and incidents and ensure the site team are made aware of actions required.</li> <li>- assist the site manager with the administration for COSHH, Legionella and Asbestos management – full</li> </ul> </li> </ul>

	<p>training and support will be provided</p> <ul style="list-style-type: none"><li>- record and keep up to date current risk assessments and assist staff in completion of new risk assessments. Full training will be given for managing risk assessments.</li><li>- Investigate and report on accidents and incidents within the school. Full training will be provided.</li></ul> <ul style="list-style-type: none"><li>• To carry out and document regular inspections of the school premises to identify and monitor school condition, improvement, and facilities management.</li><li>• Diary management of Trustee Committee School Checks and hosting their visit.</li><li>• Report writing.</li><li>• Monitoring action points to ensure timely completion and following up with various stakeholders across the school to ensure actions are completed.</li><li>• Be a champion of the good health and safety culture already in place within the school.</li><li>• Create and send out regular updates to all staff.</li></ul>
<p>The role requirements of this position may be adjusted in accordance with the needs and organisation of the school and are subject to annual review. Employees may be asked to undertake responsibilities appropriate to a similar grade and scale as defined by the EHCC 2007 pay and grading framework, from which Eggar's School role profiles have been determined</p>	