**JOB DESCRIPTION**

**ADMINISTRATIVE ASSISTANT**

Twynham School is looking for a committed enthusiastic administration apprentice who wants to learn a huge variety of skills in different departments and gain valuable experience.

**Main job purpose**

To provide efficient administrative support

**Main responsibilities and duties**

1. To provide administrative support to all areas of the school.
2. To undertake general office duties.
3. To assist in the processing of incoming and outgoing mail.
4. To provide cover and support to receptionist as and when required.
5. Promoting and safeguarding the welfare of children and young people in accordance with the school’s safeguarding and child protection policy.

**Knowledge & skills**

To be able to work accurately, under own initiative for short periods of time and to work in an organised and flexible manner.

Good telephone manner

Ability to work on own initiative and as part of a team.

**Supervision and management**

The post-holder will often be required to work without direct supervision. Supervision will be present where necessary.