



## **JOB DESCRIPTION**

**POSITION:** Administrative Assistant at Stoneygate School

**REPORTS TO:** PA to the Headmaster

**WORKING SCHEDULE:** 25 hours per week working 5 hours per day (8.00am to 1.00pm) during term time, plus two additional weeks. Generally one week at the end of the summer term and the other prior to the start of the new academic year.

**PURPOSE OF JOB:** Assisting the Headmaster's PA in supporting the general school office administration.

### **JOB RESPONSIBILITIES:**

1. Ensure that the School Office is covered as agreed during term-time
2. Provide a professional and courteous 'meet and greet' service and assist and/ or direct pupils, visitors and parents whilst remaining mindful of the overriding importance of the security of the building.
3. Respond to telephone calls in a professional and courteous manner and re-direct calls as appropriate and take adequate messages when required.
4. Ensure all visitors sign in and receive a visitor's badge before leaving the reception area.
5. Check and respond to messages left on the main switchboard answer phone. This to be done on a daily basis.
6. Assist with the administration of the registration process using SIMS. This includes following up where registers have not been completed and submitted promptly by other staff, and making enquiries with parents/teaching staff in order to explain absences.
7. Provide administrative support for teachers e.g. type letters to parents, and arrange for information to be sent to parents including photocopying and collating letters and sending email and text messages.
8. Accept deliveries and arrange the timely distribution to the relevant department.
9. Assist with the administration of trips including transport arrangements, allocation of mobile phones.
10. Responsible for ordering and maintaining appropriate stationery levels in an efficient and effective manner and for ensuring that the stationary cupboard is kept tidy.

11. To help with ensuring that medical rooms are adequately equipped, emergency medicines are in date and provide assistance recording medical incidents on SIMS. If willing, undertake First Aid training as required.
12. To attend and assist at Open Mornings.
13. Other tasks as may reasonable be requested by the Head's PA assisting in the smooth day to day administration of the School.

#### **PERSON SPECIFICATION:**

Relevant skills and experience to carry out the job:

- Ability to work independently and as part of a team
- Ability to work to deadlines
- Willingness to work flexibly, including during evenings and weekends when required
- Good ICT skills
- Excellent interpersonal skills and a willingness to work flexibly according to the fluctuating demands of the role.
- Preferably First Aid trained, if not must be willing to undertake first aid training.

Leicester Grammar School Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening, including checks with previous employers and DBS.

*November 2018*