

Job specification: School Administrative Assistant (Part time)

Title:	School Administrative Assistant
Line manager:	Business Manager
Hours:	8am-2pm
Leave arrangements	All school and bank holidays, excluding last week of summer holidays and last two days of both Christmas & Easter holidays (INSET days are normal working days).
Salary	£11-13k
Notice period	Half a term
General Job Description	Administering the school's extensive after school clubs program. Assisting the Headmaster and Business Manager with all aspects of administration. Carrying out general administrative duties as required by the school office.

Key Responsibilities	<ul style="list-style-type: none"> • Manage and administrate extensive after school program • Manage absences and cover staff for after school program • Managing after school providers and maintaining safeguarding register • Deal with enquiries at reception desk by phone and in person • Placing online orders • Helping to organise school events • General administrative duties • Maintain close working relationship with Business Manager
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Person Specification is as follows:

Essential competencies	<ul style="list-style-type: none"> • 4 GCSE Grades A – C (or equivalent) including English and maths • A high degree of personal and interpersonal skills showing initiative, flexibility, confidentiality, diplomacy and discretion • Ability to convey information clearly, accurately and succinctly to the whole school community and those who interact with us • Ability to form and maintain appropriate relationships and personal boundaries with children and adults in accordance with safeguarding practice • Excellent time management - meeting and managing deadlines and the ability to prioritise workload • Able to support the Christian ethos of the School • A willingness to work outside of normal hours to help with occasional evening or weekend events • Calm demeanour • Punctual • Experience with Microsoft Office • Experience working with online applications
Desirable competencies	<ul style="list-style-type: none"> • Experience of working within a school • Experience working with ecommerce applications • Experience working with Eventbrite • Experience of working in a busy office environment • Experience in a client/customer facing role
Learning opportunities	<ul style="list-style-type: none"> • Opportunities for further training both in house and external