

JOB DESCRIPTION: Administrative Assistant (part time)

The following job description is for the guidance of candidates as to the requirements of the post.

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| PURPOSE: | To support the teaching staff to promote the learning of our students |
| RESPONSIBLE TO: | Office Manager |
| DISCLOSURE LEVEL: | Enhanced |
| SALARY/GRADE: | NJC 13-16 |
| WORKING TIME: | 8am-2.15pm Monday – Thursday and 8am-2pm Friday 5 days per week (term time only, 40 weeks per year) |

Main (core) duties:

Supporting the Administrative Team of the School

- Assisting the Office Manager in all administrative tasks
- Assisting Head's PA with Recruitment in all administrative tasks as and when required
- Assist in all duties carried out by the Administration Team, including answering the telephone and dealing with all enquiries
- Assist with general Reception duties when required and assume responsibilities for Reception in the absence of staff
- Assist the Reprographics Department and be able to deal with all staff requests including producing booklets, laminating and general photocopying. Full training will be provided. Assume responsibilities for reprographics department in the absence of staff
- To provide Finance Department with information regarding the usage of toners for budget purposes
- Be responsible for keeping the Fire Evacuation documents up to date
- Collate and prepare communications to parents/outside agencies where necessary
- Email correspondence and upload onto SIMs as required in accordance with Data Protection
- Assist in the production of Headteacher's Commendations
- Order school planners and diaries

Additional Duties:

- Assist with incoming and outgoing post
- Provide refreshments for visitors to the school as appropriate
- Helping set up and assist at Open Evening, Tours, Taster Days and events
- Carry out any other duties as directed by the Headteacher commensurate with the general level of responsibility of the post

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

As with all roles at JCoSS, it is essential that school protocols are followed to protect data subject's personal information.

JCoSS is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure & Barring check.

Person Specification – Administrative Assistant (part time)

Essential unless noted as desirable

- Experience of working in a school setting (desirable)
- Appropriate experience in administration
- Proven track record of working with a team
- Efficient, organised and meticulous
- Excellent telephone manner
- Able to interact effectively with staff, parents, students and visitors
- Excellent verbal and written communication skills
- Confidentiality, tact and discretion combined with a calm personality and sound judgement
- Able to prioritise work load
- Excellent I.T. skills (Microsoft office, email, internet etc.)
- Knowledge of SIMS database (desirable)
- Willingness to learn new skills and acquire new areas of knowledge
- Use own initiative