

**Job Description**

**Casual Administrative Assistant**

**Salary range:** £8.25 per hr

**Hours:** 8.00 am – 4.00pm (or as required)

**Role:** Under the direction of the Office Manager, provide quality general clerical support to the school

**Duties:**

* To provide support on the Main School reception and Student Reception acting as a first point of contact for visitors, students, parents and the wider community.
* Provide a courteous, professional, calm and welcoming response to all visitors and students.
* Provide excellent customer service and signpost enquiries appropriately.
* Maintain effective signing in and out process.
* Adhere to the schools high standard of safeguarding by providing appropriate visitors badges and checking ID.
* Use emails to communicate with staff and signpost information.
* To distribute the school mail and frank outgoing mail.
* To fully utilise the School Information Management System (SIMs) to update student attendance.
* Support with providing a reprographic and laminating service to the school staff.
* Support with ensuring reprographic machines are supplied with paper and other consumables and are in working order.
* Maintain the general tidiness and appearance of the reprographic area.
* Securely shred documents and paperwork.
* Undertake general administrative tasks as directed by the Office Manager.
* Be aware of and comply with policies and procedures relating to data protection, security and confidentiality.
* Support and promote the schools policies of diversity and equal opportunities.
* To be aware of and comply with policies and procedures relating to child protection and safeguarding and ensure all concerns are reported appropriately and in a timely manner.

The post-holder will be required to undertake duties which are deemed to be commensurate with this post as directed by the Line Manager. This job description may be varied following consultation between the post holder and Managers of the school, to reflect or anticipate changes in or to the job.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced Criminal Records Bureau (CRB) disclosure.