**GLENDOWER PREPARATORY SCHOOL**

ADMIN ASSISTANT

JOB SPECIFICATION

Hours of work: Part-time Wednesday to Friday (8.15 – 5.15pm), 40 weeks/year (term dates plus up to 12 additional days during school holidays). There is a strong possibility that this will become a full time position in September 2017. Salary between 20-25k pro rata (depending on experience).

Main Duties:

* General duties required by the headmistress, SLT and senior staff
* Keeping the reception area neat and tidy and being the first point of contact for all current and prospective parents
* Answering the telephone and calling parents when necessary
* Booking venues for sporting and other events
* Booking sports facilities, organising coach bookings and cancellations, weekly communication with coach company re bookings
* Producing the school weekly newsletters ‘The Whitehouse’ & The Week Ahead
* Providing first aid for pupils and staff
* Maintaining security and safety of the school by signing visitors in and out
* Collecting cups for annual prize-giving
* Collating Going Home Forms’ along with any other pupil documentation
* Overseeing the administration of after school clubs

Other Duties:

* Handling confidential information
* Assisting the School Bursar with papers eg typing and governor liaison
* Providing support for staff by arranging appointments, sending and relaying messages to and from parents etc.
* Entering accidents into Engage (school management system)
* Dealing with general enquiries and deliveries
* Using Clarion Call to send information to parents via email or text message
* Posting letters/ going to the post office
* Attending various functions throughout school year out of office hours, approximately three a year
* Liaising with kitchen staff re special catered events
* Providing assistance to the Parents’ Association as and when necessary
* Co-ordinating staff gifts at end of terms and after special events
* Being willing to be a team player at all times
* Supporting other members of office staff during exceptionally busy periods
* Being happy to be alone in the office/school during holidays
* Assisting with pupil supervision
* Assisting with the annual census returns
* Doing any other duties as requested by the Headmistress or SLT

October 2016