

ROYAL ALEXANDRA AND ALBERT SCHOOL



JOB DESCRIPTION

Post Title: Administrative Assistant

Responsible to: Office Manager

Start date: ASAP

To provide an effective and efficient administrative support across the school as part of the school office and wider administration team.

Responsibilities

- To provide general administrative support to the Office Manager and other Administrative departments as per need.
- Carry out administrative and/or support activities to contribute to the smooth running of the whole school administration.
- Provide administrative support to various departments as per need.
- Update computerised records/management information systems ensuring accuracy of information held;
- Prepare/despatch standard documents as directed to achieve efficient and timely turnaround.
- Undertake reception duties when necessary, acting as first point of contact in response to telephone and face-to-face enquiries, and ensuring school's security procedures for visitors are properly followed, to provide a courteous welcome to all stakeholders and visitors and promote a positive and professional image of the school.
- Receive and respond to basic enquiries, escalating those outside own knowledge, to provide a timely and effective service to others.
- Support the wider team with the organisation of school events and activities

Other

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person;
- To contribute to the overall ethos and aims of the School

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check.