

## Administration Assistant Job Description

### Reporting to: Administration Manager

### Grade 4, Spine point 7 - 10

The role will provide administrative assistance to ensure the smooth running of the School office and be the first point of focus for all who enter the School. The ideal applicant will have experience of working in a school office and good Arbor (School information Management System) knowledge. In the case where a good candidate has knowledge only of Sims or similar systems, training will be given.

As part of a team of two, within a greater Greenwich hub team, the role will suit somebody who works well in a busy environment, is calm under pressure and is able to relate to people from across our School community including pupils and parents as well as the teaching, learning and leadership staff within the partnership. The School Office is very fast-paced and therefore the successful applicant will need a keen eye for detail, excellent IT skills and good initiative, with an excellent ability to multitask and prioritise. We are looking for somebody who is flexible, adaptable, an exceptional team player with great organisational qualities.

### Duties and Responsibilities

#### General Administrative Duties

- First point of contact for receiving and distributing phone calls, diverting & directing callers to relevant people, or taking and relaying messages as appropriate.
- First point of contact for all parents, pupils, staff and visitors. Maintain strict health & safety and safeguarding rules by following procedures; managing visitor logbooks and passes.
- Managing the school phone system(s), making changes where necessary, keeping all phone lists up-to-date, and ensuring that the information is disseminated amongst the school community.
- Managing the school email system, making changes where necessary, ensuring all details are up-to-date, and ensuring that the information is disseminated amongst the school community.
- Managing internal mail, all incoming post / parcels / deliveries, and all outbound post / parcels / deliveries.
- Maintaining and updating all relevant school-based forms, literature and other documents as required.
- Coordinating dinner systems in liaison with the kitchen staff, and ensuring all dinners are paid on time by all stakeholders, dealing with any debt management as appropriate.
- Coordinating the stock and ordering of school supplies.

- Carry out any bulk photocopying, printing or mailings.
- Maintain a stock of essential office supplies, resupplying as required.
- Assist with internal marketing and communications including distribution of weekly Staff Notices, update staff noticeboards and maintain the school-wide shared calendar with all commitments.
- Assist with preparation and distribution of the weekly School Newsletter
- Help maintain the School Website
- Undertake any generalist administrative and clerical duties as directed by the leadership of the school through letters, reports, and other documentation and the provision of executive support to the senior leadership team.
- Support the Greenwich Operations Team by undertaking any generalist administrative and clerical duties as directed by the Greenwich Administration Manager, Regional Leader and Headteachers.
- Undertake any other duties commensurate within the grade and scope of the post as determined by the Greenwich Administration Manager and Regional Leader.

## Safeguarding

The Inspire Partnership is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. The jobholder will be subject to an Enhanced DBS and Barred List check and be expected to follow all safeguarding policies and procedures

This job description and allocation of responsibilities may be amended following discussion with the Headteacher and Greenwich Administration Manager and should be reviewed annually.