

ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role	<p>Job Title: Administrative Assistant</p> <p>Department: Main School Reception</p> <p>Location: De Parys Avenue, Bedford</p> <p>Job Purpose: To assist in the smooth running of the upper school administrative functions and the upper school sports department</p> <p>Reporting Line: Bursar and Director of Games</p> <p>Hours: An average of 20 hours per week Monday to Friday, term time only (11.00am – 3.30pm with a half hour unpaid lunch break but the post-holder will be required to work as necessary to complete the job (subject to the Working Time Regulations 1998).</p>
Main duties and responsibilities	<p>This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment.</p> <p>The main duties and responsibilities of the Administrative Assistant are as follows (this list is not exhaustive):</p> <p>Reception</p> <ul style="list-style-type: none"> • To cover the main school reception for an hour at lunchtime, acting as the first point of contact for visitors to the School • To assist visitors, parents, staff and boys with queries • To pass on any urgent messages to pupils and staff as required <p>Administrative</p> <ul style="list-style-type: none"> • To enter pupil registrations onto the school database system • To collate games lists for the sports department prior to the start of each term and to maintain/update these during term • To assist with the administration for sports trips and tours (inputting data on to the system used for trips and collation of necessary forms and information)

	<ul style="list-style-type: none"> • To assist with Games registration and to follow up on necessary matters with coaches/tutors and boys (including preparation of a recommended list for Conduct Warnings) • To undertake the administration for boys who are absent from games • To collate a sports report for the Head Master for assembly • To update the school sports web pages • To check all upcoming sports fixtures with staff in charge of sport • To undertake other appropriate duties as may be required from time to time to assist in the smooth running of the school • To maintain absolute confidentiality in all school related matters and to prevent disclosure of information on sensitive issues • To undertake mandatory training as required and any other training that would be beneficial
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You may also be required to undertake such other comparable duties as the Trust requires from time to time.

PERSON SPECIFICATION – ADMINISTRATIVE ASSISTANT

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	Essential These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications	A good level of education	Relevant administrative or business related qualification	<i>Certificates, application form and skills test</i>
Experience	Strong ICT skills, including Microsoft Excel, Word and Outlook Solid administrative experience Experience of data input and working with databases	Experience of working in an educational environment	<i>Application form, interview and professional references</i>
Skills and Knowledge	Ability to work effectively on own initiative but also as part of a team Ability to multi-task and prioritise own workload Good attention to detail including the ability to work accurately and methodically Excellent written and spoken English and the ability to articulate and communicate clearly Strong interpersonal skills with the ability to communicate effectively and sensitively with a diverse range of people Able to remain calm and work well if under pressure		<i>Application form, interview and professional references</i>
Personal competencies and qualities	Demonstrates a flexible approach with the ability to deal with the unexpected Enthusiastic and positive Able to relate well to young people		<i>Application form, interview and professional references</i>