



Ash Manor School

Aspire and Achieve



JOB DESCRIPTION

CONTRACTUAL DETAILS

Post Title:	Administrative Support Assistant
Grade:	Surrey Salary Grade 4
Hours:	36 hours per week, 42 weeks per year (incl 5 days INSET)
Line managed by:	Office Manager
Line management of:	N/A

ROLE PURPOSE

- ❖ Provision of secretarial and administrative support

CORE ACCOUNTABILITIES & ABILITY STATEMENTS

Main Tasks

- ❖ Support main reception
- ❖ Support student reception
- ❖ General administration
- ❖ Provide cover for other members of office staff as required
- ❖ Dealing with incoming and outgoing post
- ❖ Diary management
- ❖ Covering 1st aid when required

Liaison

- ❖ Teachers
- ❖ Support Staff
- ❖ Students
- ❖ Parents
- ❖ External agencies

Corporate & statutory initiatives

- ❖ Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace
- ❖ Attend training as required

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.