

Role Profile: Administrative Assistant

Purpose

To provide administrative support to the Office Manager, Senior Leadership Team (Deputy Head Teacher and Assistant Head Teachers) and Future Schools Co-ordinator.

Key Accountabilities

- Administrative tasks as directed by the Office Manager (for example collating information for the school newsletter, liaising with parents and taking minutes at meetings)
- Supporting the Deputy and Assistant Head Teachers (for example managing calendars and assisting with the organisation of events and functions)
- Supporting the Future Schools Co-ordinator: keeping the Future Schools booklet up to date, supporting the planning of events, sending of references etc.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Willingness to take on further training as required	<ul style="list-style-type: none">• Degree• Fire Warden training• Safeguarding training
Skills	<ul style="list-style-type: none">• Excellent communication skills• Resilience, flexibility and the ability to work under pressure• Highly organised	
Experience	<ul style="list-style-type: none">• Experience of working in an office environment• Knowledge of IT systems, software packages• Experience in managing calendars, diaries and events• Experience in setting and working towards targets and deadlines	
Other	<ul style="list-style-type: none">• To treat all matters relating to students, staff and parents as confidential• Willingness to be flexible with working hours to respond to the needs of the school	

Key Stakeholders:

Internal: Deputy Head Teacher, Senior Leadership Team, Administrative Staff

External: Parents, Visitors, Cognita School Support Centre