

Job Description – Administrative Assistant

Salary: NJC5-7

Working Time: Mon to Fri; 32.5 hrs per week
Term time only plus 3 Inset Days

Job Purpose:

To provide general office administrative support and Reception duties.

Designation of post and position within departmental structure:

No line management responsibility
Line Manager – School Business Manager

Main duties and responsibilities:

- Provide reception service ensuring compliance with safeguarding procedures
- Operate the school switchboard
- Deal with day to day enquiries from students and staff
- Provide administrative service for the senior leadership team and teaching staff
- Provide administrative support for school events etc as required
- Manage email correspondence for the JOG office email address
- Manage reprographics requests from staff
- Manage school post
- Organisation and administration of school lettings
- Any other duties which reasonably fall within the purview of the post

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

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

All non-teaching employees are subject to a probationary period of six months. Employees are expected to prove their suitability for the job within their probationary period in terms of both conduct and competence.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed:

Date:

PERSON SPECIFICATION – ADMINISTRATIVE ASSISTANT

Criteria	Essential	Desirable
Experience	Previous experience of working in a busy office or equivalent environment	Previous experience in a school office
Qualifications/training	GCSE English and Maths (or equivalent) Computer literate	SIMS knowledge First Aider trained
Knowledge/Skills	Mature and flexible attitude Discrete Effective communicator Ability to work under pressure Able to work within a team and alone Proactive and positive approach	