

Magdalen College School
JOB DESCRIPTION

Post Title	Faculty Administrative Support Assistant
Purpose	To provide administrative support to faculties within the school
Reporting to	Faculty Admin Co-ordinator
Specific tasks of the post	<ul style="list-style-type: none"> ▪ Stocktaking <ul style="list-style-type: none"> ○ Cataloguing, preparing, issuing and maintaining materials and equipment ○ Ordering supplies and equipment ▪ Maintenance/ Management of equipment and resources <ul style="list-style-type: none"> ○ Liaison with site supervisor and IT technicians ○ Booking resources ○ Assist with orderly and secure storage of equipment and supplies ▪ Word processing <ul style="list-style-type: none"> ○ Letters and faculty resources and assist with faculty communication ▪ Record Keeping and filing ▪ Photocopying of non-bulk items (class sets) ▪ Some transfer of manual data <ul style="list-style-type: none"> ○ Retrieve existing SIMS reports ○ Provide class lists/ timetables ▪ Trips <ul style="list-style-type: none"> ○ General administration ▪ Telephone enquiries <ul style="list-style-type: none"> ○ Deal with straightforward enquiries linked to faculties ▪ Assist with admin tasks as necessary and as requested by the line manager ▪ Reception cover as directed by the line manager ▪ Reprographics cover as directed by the line manager
Responsibilities as a member of staff	<ol style="list-style-type: none"> 1. To ensure an appropriate individual response to whole school priorities 2. To support the personal and social development of students within the school 3. To engage actively in the Performance Management Review Process 4. To implement all school policies
Personal Qualities; the postholder is expected to be:	<ol style="list-style-type: none"> 1. Committed to the principles of comprehensive education and equal opportunities 2. Committed to the ethos of Magdalen College school 3. Committed to team work within all aspects of the school 4. Proactive in terms of furthering their professional knowledge and skills. 5. Punctual for all commitments 6. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community