



## JOB DESCRIPTION

<b>Job Title:</b>	Admin Assistant
<b>Reports to:</b>	Deputy Head Pastoral
<b>Salary:</b>	30 hours per week – term time only £8.91 per hour
<p>We are looking for a highly flexible, self-motivated and reliable Administration Assistant to support the Senior Leadership Team. The successful candidate will:</p> <ul style="list-style-type: none"> <li>• Possess good English and Maths skills (GCSE or equivalent)</li> <li>• Be flexible and open to change in order to meet the needs of the school</li> <li>• Be pro-active and willing to use your own initiative as appropriate</li> <li>• Possess good interpersonal, organizational, communication and administrative skills</li> <li>• Have the ability to remain calm and confident when under pressure</li> <li>• Be a team-player, open to advice, feedback and guidance from colleagues</li> <li>• Be able to deal with sensitive information in a confidential manner</li> </ul> <p><b>Main Responsibilities</b></p> <ul style="list-style-type: none"> <li>• To act as the confidential administration assistant to members of the Senior Leadership Team; providing a high level administration service which will include organising meetings, photocopying, filing, drafting correspondence and editing spreadsheets etc</li> <li>• To produce/prepare documentation in a variety of formats including Word, Excel, PDF, PowerPoint and other reports including confidential material.</li> <li>• Assist the wider Administration Team with their workload in busy times and provide cover in instances of absence.</li> <li>• Any other reasonable duties commensurate with the post as required by the Senior Leadership Team.</li> </ul> <p>Kingsley School is committed to safer recruitment, equal opportunities, safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service check will be required.</p>	

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Good general education</li> <li>• Good English and Maths skills (GCSE or equivalent)</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working in an administrative capacity with a good telephone manner and proven ability to effectively juggle sometimes conflicting responsibilities.</li> </ul>
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>• Advanced use of Word, Excel, PowerPoint and Outlook</li> <li>• Excellent communication and organisational skills</li> <li>• Good interpersonal and analytical skills</li> <li>• Excellent customer service skills</li> <li>• High emotional intelligence, confident dealing sensitively with all stakeholders, including children and those from other cultures</li> <li>• Good knowledge of English grammar and punctuation</li> <li>• Strong attention to detail</li> </ul>