**ADMINISTRATIVE ASSISTANT**

**JOB DESCRIPTION**

**Hours of work:** 14.75hours per week term time only

**Salary:** Scale H3

**Reports to:** Office Manager (Main Office, Reception, Reprographics, Faculty Administrative Support)

Student Services Manager **(**Pastoral, Student Services)

**Main duties and responsibilities:**

1. To carry out administrative tasks that may arise in the Main Office or Student Services. Training will be given as required. These tasks range from working with/in:
   * Faculty Administration (to include filing and faculty inventories)
   * Reception
   * Telephone
   * Postage
   * Visitor Co-ordination
   * Cover for Medical Room
   * Cover for Reprographics
   * Minutes of meetings
   * Bulletin
   * Data entry
   * InTouch
   * Ordering
   * Word processing and use of Excel
   * Managing foyer student work
   * Message co-ordination
2. Willing to undertake and make future use of any training which the school deems necessary or desirable, such as first aid training and driving the minibus (subject to licence requirements).
3. If you are bilingual or intermediate in another language, to be prepared to attend, occasionally and by prior arrangement, Parents’ Evenings to support in translating for parents, for which time off in lieu will be given.
4. To invigilate examinations as required, for which time off in lieu will be given if the work falls outside of normal working hours.
5. On a rota basis and with plenty of notice, to provide administrative support on the exam results days in August, for about 4 hours each day, for which time off in lieu will be given on an INSET day.
6. In addition to the above, any other administrative task requested by the Deputy Headteacher Student Support and/or the Headteacher.

**ADMINISTRATIVE ASSISTANT**

**PERSON SPECIFICATION**

**Essential:**

* to relate positively to students and be helpful and patient
* to have good customer care skills when dealing face to face and over the telephone with students, parents, visitors and staff
* to present the school in a professional, courteous, friendly and business-like manner
* to possess a pleasant personality and a good sense of humour
* to be smart and presentable
* to have excellent IT skills especially in word and excel
* to pay attention detail in all work produced
* to be very well organised, methodical and accurate
* to view constructive criticism as positive input
* strong desire to develop own skills and to support others in developing their skills
* to be flexible in approach and happy to do whatever is required
* to have excellent attendance and punctuality (typically 95% or higher)
* to have a positive outlook and a “can do” approach; show initiative and a willingness to work as part of a team
* to be committed to the principles and practice of equal opportunities
* to be committed to student welfare and safeguarding principles of the school

**Desirable:**

* to have experience of working in an administrative / clerical role
* current and/or previous experience of successful work in a school or college
* experience of using SIMS