

JOB DESCRIPTION

Admin Assistant



Line Manager

Finance Manager

Objective of the role

To provide administration services in support of all Bursary activities.

Responsibilities

- To collect, collate and distribute incoming mail and process outgoing mail.
- To answer the telephones as required in an appropriate and professional manner.
- To greet all visitors to the Bursary and direct as necessary.
- To assist with other general administrative duties in the Bursary as requested to support the Finance and Estates function.
- To use office equipment such as photocopier, scanner, laminating as necessary
- Carrying out other reasonable duties within the responsibilities of the post and capabilities and training as required

Job Requirements

- DBS checked
- Good IT skills and knowledge of spreadsheets (experience with Google Suite desirable)
- Ability to use and undertake basic 'trouble-shooting' for office equipment, e.g. photocopier and guillotine
- Ability to liaise with and relate to a wide range of people, including suppliers, school pupils, parents and staff
- Excellent spoken and written communication skills
- Organised and methodical approach to work with a good attention to detail

Signed Print name Dated <i>(Post holder)</i>	Signed Print name Dated <i>(Line Manager)</i>
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