



JOB DESCRIPTION

School Admin Assistant



Grade	Kent Range 3
Responsible to	Headteacher

Core Purpose and Values

- Support all children to grow into resourceful individuals
- Encourage every individual to be proud of who they are, of each other, their achievements and of their school.
- Ensure that each individual makes the most of the opportunities and challenges given to them.
- Provide a safe, caring, supportive environment for individuals to achieve.
- Provide efficient and robust administrative support to the school and Headteacher
- Provide administrative support for the school ensuring accurate records in line with all school policies and legal obligations
- Be a pro-active and flexible team member

Key Duties and Responsibilities

- Provide a highly efficient administrative service to the school
- Manage the school reception ensuring that relationships with the school community are of the highest standards.
- Maintain student information on the schools management information system, ensuring all details are up to date to aid accurate reporting and returns as appropriate.
- Ensure all communications are of the highest standard.
- School administration as necessary meeting the needs of the Headteacher and school staff.
- Undertake reception duties, act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors
- Open, sort and distribute incoming mail and post outgoing mail
- Ensure visitors to the school receive a warm welcome.
- Management of GDPR data and compliance with all policies regarding visitors to the school
- Use of Microsoft Office to produce excellent communication material
- First point of contact for sick pupils, liaise with parents / carers / staff
- Assist with arrangements for visits, for example by school nurse, photographer and other meetings as required sending relevant documents to participants and taking accurate meeting notes as required.
- Processing of orders for staff and managing through to delivery.
- Processing of invoices

Other Responsibilities

- Deliver excellent standards of customer service to the school community and others who may interact with the school
- Timely and accurate preparation of all documentation relating to the role.
- Such other duties as Bursar or Headteacher may time to time require.

Skills & Knowledge
➤ Keyboard skills, applied with precision and speed
➤ Can communicate information to teachers, other staff and external suppliers in a clear and concise manner
➤ Literacy and numeracy skills
➤ Ability to produce a range of accurate documents and standardised reports, basis spreadsheet and database functions
➤ Ability to organise and prioritise workload to achieve deadlines
➤ Ability to receive and assess information over telephone and in person and refer to the appropriate person or source of information
➤ Ability to investigate queries and anomalies when required
➤ Ability to operate computerised and manual filing systems and to make improvements where necessary
➤ Ability to process and maintain accurate records

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time with changing the level of responsibility associated with this post.