



Aylesford School

Administrative Assistant

Reports to:	School Office Manager
Salary/Grade:	Kent Range 4 FTE pro'rata'd
Hours/Weeks	Monday to Friday between the hours of 8am-4pm Term Time only
Job Purpose:	Receptionist and Administration

Key responsibilities:

- Welcome a variety of visitors respectfully, politely and professionally
- Answer the telephone promptly and delegate calls efficiently
- Maintain a high standard of service at all times
- Communicate calmly and effectively with all key stakeholders including staff, students, parents and external parties
- Deal with post incoming and outgoing
- General office administration at the discretion of the Office Manager

Person Specification:

- Reception and administration experience
- Be computer literate, with experience of using Information Systems (SIMS) Word and Excel
- Be a reliable, organised, pro-active, approachable, caring and a team player
- Be a good communicator both verbal and written
- Have the ability to multi task and manage workload
- Awareness of Data Protection and confidentiality

Miscellaneous

- To continue personal development as agreed at performance review meetings.
- To engage actively in the performance review process.
- To play a full part in the life of the school community, to support its character ethos and to encourage staff and students to follow this example.
- To comply with safeguarding policies at all times
- To show a record of excellent attendance and punctuality.
- The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training will be given to enable the post holder to undertake this new/varied work.

Aylesford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The purpose of this job description is to outline the main duties that have to be fulfilled. When there is an emergency or in times of difficulty, absence or sickness, it is necessary to take on a variety of tasks and responsibilities regardless of job description under the direction of the Headteacher or Office Manager.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Signed by Post Holder Date