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ADMIN ASSISTANT - JOB DESCRIPTION AND PERSON SPECIFICATION

# JOB DESCRIPTION

Purpose of the role:

* To be a representative for the college when meeting parents and other visitors and to act as first point of reference.
* To provide general administrative support to the College under the instruction of Senior Staff and to assist in the efficient running of the College.
* To contribute to the overall vision and ethos of the KITE College ensuring the best standards possible for learners and staff.
* To be aware of and support differences and to ensure equal opportunities for all.

This role reports directly to the College Business Manager

Key Responsibilities – The post holder may be requested to undertake any but not necessarily all the following duties. Duties required will be directed by the Business Manager, according to the college’s needs.

Reception

* Providing a warm welcome to all. Dealing with telephone and face to face enquiries in an efficient and professional manner.
* Ensuring that all messages are dealt with in a timely and accurate fashion and, where relevant, relayed to colleagues promptly.
* Dealing with incoming and outgoing post.
* To maintain the security and safeguarding of the college by controlling access and ensuring the completion of relevant procedures i.e., signing in, issuing of identification badges.
* Providing information and support to other staff members as required.
* Providing hospitality for visitors.
* Ensure that all information is treated confidentially and to always have absolute discretion, complying with the college’s data protection procedures.

Administrative

* Updating manual and computerised records/management information systems.
* Placing orders, checking goods, and monitoring paperwork
* Updating and distributing communications which may include but is not limited to the college’s website, social media, noticeboards, newsletters and other communication with parents, colleagues and the community.
* To assist the college Office and Business Manager in marketing the college.
* Maintaining the college diary.
* To produce reports from the Management Information System under the direction of the Business Manager
* To attend, participate and take notes at meetings as required.
* General administrative duties such as photocopying, filing, emailing and completion of routine forms. This could be directly supporting the Principal or the Business Manager.

Finance

* To create purchase orders
* To produce reports from the finance system under the direction of the Business Manager

Undertake any other reasonable duties as determined by the college, Business Manager, and the principal.

# PERSON SPECIFICATION

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| **Knowledge** |  |
| **Essential** | **Desirable** |
| Previous experience of working in an office environment, dealing with face to face  interactions | Previous experience of working in a School/college or education office |
| Good working knowledge of ICT systems including word processing, spreadsheets and presentation software. | Specific knowledge of School/college MIS systems, preferably BromCom  Knowledge of both Microsoft and Google software packages.  Experience of a financial management system  Experience of Social Media and websites |
| Understanding of Safeguarding | Level 1 Safeguarding trained |
| Understanding of Health and Safety | First Aid trained |
| Understanding of Data Protection and  confidentiality |  |
| Understanding of Schools Ethos and Value and  ability to support the school’s Christian Ethos |  |

**Skills**

Ability to relate well to children and adults, being sensitive to their individual needs.

Ability to work constructively as part of a team, understanding roles and responsibilities and your own position within these.

Ability to communicate effectively in English, both written and verbally. Ability to work flexibly in support of the college.

Ability to pay close attention to detail to ensure accuracy Resourcefulness, enthusiasm, patience, resilience, and a sense of humor.

Ability to work independently and with initiative.

Ability to deal with everyone in a positive and professional manner, which promotes a positive image in line with our college’s vision and ethos.