



ST. JOHN'S CEP SCHOOL

'Nurturing the potential in everyone'

Cunningham Road, Tunbridge Wells, Kent TN4 9EW

Niall Dosad BSc (Hons) NPQH Headteacher

Jenny Stiff BSc (Hons) PGCE NPQH Deputy Headteacher

Dan Selby BA (Hons) Deputy Headteacher

Tel: 01892 678980

Email: secretary@st-johns.kent.sch.uk

Website: www.st-johns.kent.sch.uk

Job Title: Administration Assistant

Reports to: Business Manager

Grade: KR4

Purpose of the job:

- a) To provide general clerical support as required as part of the wider administration team.
- b) To support the front of house team.

Principle accountabilities:

- a) To uphold all school policies and maintain confidentiality at all times.
- b) To provide support to staff, pupils and their families, working closely with other members of the school team as appropriate.
- c) To update data on the school's MIS (Arbor), support data collection and produce reports.
- d) To manage additional projects as and when the need arises.
- e) To support the school in ensuring GDPR compliance, logging any breaches as required.
- f) To be able to act as 'front of house' and first point of contact, giving a calm and professional service at all times, welcoming visitors and providing appropriate levels of hospitality.
- g) To assist with and take appropriate action for post, e-mails and telephone calls received to the school, distributing to others as appropriate.
- h) To update school publications in consultation with the Headteacher or his/her representative.
- i) To help administer the electronic parent communication system.
- j) To participate in training and performance development as appropriate.
- k) To carry out any other duties as directed by the Headteacher/Business Manager.





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Person Specification:

Qualifications & Training:

- Education to a minimum of GCSE standard to include English and Mathematics (grade 4 minimum)

Skills:

- Must be a team player.
- Attention to detail.
- Excellent inter-personal skills.
- Computer literate.
- Customer facing skills.
- Ability to multi-task and prioritise deadlines.
- Ability to work under pressure, maintaining a calm and professional service at all times.
- Must be proactive, flexible and able to deal with all stakeholders calmly, sensitively and at the appropriate level.
- Must be able to work independently and use initiative.
- Ability to operate computerised and manual filing systems and make improvements where necessary.

Experience:

- Customer service experience.
- Previous experience working in a busy office environment.
- Previous experience working in a school (desirable not essential).

Knowledge:

- Experience of using a MIS, such as Arbor (desirable not essential).

