



THE ARCHBISHOP'S SCHOOL  
CANTERBURY

## **DESCRIPTION – BUSINESS SUPPORT ASSISTANT – ADMIN OFFICER**

### **Job details**

**Grade:** KR4

**Reporting to:** Business Support Team

### **MAIN PURPOSE**

To work as part of the Business Support team, with specific responsibility for cover of reception and admin duties to support the smooth operation of the school

### **DUTIES AND RESPONSIBILITIES**

1. Undertake a range of administrative tasks to support the efficient operation of the school – including word processing / data entry / filing
2. Support with the production of departmental admin or bulk printing, when required (Specifically; Invigilating team, Data team and Business Support team)
3. Ensure all main office and waiting room notices are up-to-date and presentable
4. Ensure the archive room is kept tidy and all boxes labelled to ensure easy retrieval of items
5. Support with printing and distribution of student timetables on a termly basis
6. Cover receptionist daily lunch breaks (12noon-12:30pm)
7. Cover receptionist early finish (Thursdays from 3:30pm-4:00pm)
8. Cover receptionist during periods of sickness.
9. Run specific errands on behalf of receptionist i.e. to collect students as and when site walk is not available
10. Social media content creation - school events / important messages / reminders / religious celebrations / holidays
11. Support and progress actions following event taskforce meetings.
12. Support with setting up of school events i.e. Parents' Evenings / Open Evenings / Information Evenings / General Meetings

13. Production of weekly staff bulletin noting all the upcoming school term events and key messages for staff.

~~14.~~ To check stock levels of school merchandise and seek competitive quotes for additional stock when required.

~~14.~~15. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

~~15.~~16. Work as part of the wider school business support team, carrying out administrative duties for various departments, as required.

~~16.~~17. Devise and produce routine and adhoc reports as

~~17.~~18. Organise and support meetings, preparing agendas and minutes as required.

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## PERSON SPECIFICATION

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	NVQ Level 3 or equivalent
EXPERIENCE	Proven administration experience  Previous experience of administrative work or working in a customer service role
SKILLS AND ABILITIES	Ability to provide a high level of customer service  Ability to deal calmly, tactfully and effectively a range of people  Ability to convey information clearly and accurately orally and in writing to a range of people  Ability to work in an organised and methodical manner  Ability to take personal responsibility for organising day to day workload  Ability to work effectively and supportively as a member of the school team  Able to use own initiative to solve problems and respond proactively to unexpected situations.
KNOWLEDGE	Demonstrate a basic understanding of the work of a school  Knowledge of a range of computer applications – including work Word / Excel / Powerpoint / Outlook  Demonstrate an understanding of confidentiality and child protection issues in a school setting