**Cliffe Woods Primary School**

**Administration Assistant**

**Job Description**

Reporting to the Administration Manager and in accordance with the Policies and Practices of the School and Academy Trust, the duties of the Administration Assistant include but are not necessarily limited to:

* The promotion of the safeguarding and welfare of all children attending our school
* Provision of general admin support in the school office as required
* SIMS administration (full training will be given), including pupil attendance information and class registers
* Maintenance of all admin and information systems in a timely, accurate manner
* Helping to arrange school trips and events
* Providing a warm and friendly welcome to the school for all visitors, dealing with all enquiries in a calm, professional manner
* Signing in/out of all visitors to the school
* Answering of incoming calls, ensuring messages are dealt with efficiently and accurately
* Dealing with incoming/outgoing post
* Collation of pupil admission packs

**Person Specification**

* Previous experience of working in an office environment
* Excellent verbal and written communication skills
* Excellent Microsoft Office skills
* Flexibility and able to use initiative whilst working under pressure
* Ability to maintain confidentiality and integrity at all times
* Ability to deal with sensitive issues
* Helpful, caring, positive attitude
* Friendly, professional telephone manner
* Ability to work as part of a team