

## **Admin Assistant Job Description**

**Accountable to:** Finance Manager & Office Manager

### **Key duties and responsibilities:**

- Working as part of a team with the Finance and Office teams
- Complete sickness, overtime and supply teacher spreadsheets for payroll on a monthly basis
- Check staff trial payslips report on a monthly basis for any inaccuracies
- Maintain all staff records relating to pensions and contracts
- Maintain all administrative records in relation to SIMS (Schools' Information Management System) ensuring information on staff is correct, up to date and accurate.
- Assist with inputting information relating to new students in SIMS
- Assist with management of all admissions paperwork relating to new students
- Assist with administration of the appeals process
- Any other duties commensurate with the post which may be required from time to time

### **Desirable Skills**

- Ability to work under own initiative
- Able to work as part of a team
- Good organisational skills
- Ability to work under pressure
- Good numeracy skills
- Good ICT skills