**St Anthony’s School Admin Assistant**

|  |  |
| --- | --- |
|  |  |
| **Grade:** | **Kent Range 3** |
| **Hours**  **Responsible to:** | **35 hours per week/term time only**  **School Business Manager** |
|  |  |

**Purpose of the Job**

To provide an efficient reception service / admin support to help provide the smooth operation of the school.

**Key duties and responsibilities**

1. Provide an efficient and professional reception service - greeting visitors, staff and pupils and ensure they sign in / out in accordance with school procedures.
2. Answer enquiries received in person / by phone or via emails – responding to queries / relaying messages and acting on instructions as needed and referring on where appropriate.
3. Ensure monies received for dinner / clubs / trips are recorded and passed to the relevant person. To liaise with parents about outstanding monies.
4. Prepare registers and update records (eg for school dinners / free school meals) and ensure information is shared as required.
5. Prepare and distribute routine home / school correspondence for approval by Headteacher.
6. Assist with the organisation of school trips / clubs – ensuring all required records and permission slips are available to the group leader.
7. Receive / open and distribute all incoming mail and deliveries. Track circulation of correspondence in school as required.
8. Maintain school diary and arrange meetings / room bookings / visits from external agencies as required.
9. Undertake a range of administrative tasks to support the efficient operation of the school – including word processing / data entry / filing /photocopying / maintaining copier and reporting faulty machinery as necessary.
10. To administer first aid (training will be provided).
11. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

The following outlines the criteria for this post.

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

|  |  |
| --- | --- |
|  | **Criteria** |
| **Qualifications** | * NVQ Level 2 or equivalent * First aid certificate desirable (training will be given) |
| **Experience** | * Proven administration experience. * Previous experience of reception work or working in a customer service role. * Good working knowledge of SIMs |
| **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. * Ability to work confidentially, keeping work related issues and discussions in the workplace. * Able to use own initiative to solve problems and respond proactively to unexpected situations. * Willingness to attend training courses which help you in your current role and develop your potential for other roles |
| **Knowledge** | * Demonstrate a basic understanding of the work of a school. * Knowledge of a range of computer applications – including Word / Excel / PowerPoint / Outlook. * Demonstrate an understanding of confidentiality and child protection issues in a school setting. |