

Administrative Assistant (School Office) - Role Description

Responsible to: The Executive Headteacher

Job Title: Office Administrative Assistant

Purpose of the Role:

To support the school office, general administrative and clerical support to ensure smooth day-to-day school office operations.

Key Responsibilities:

Communication

- manage front desk enquiries, answer phone calls, welcome visitors
- support communication with office and teaching team

Administration

- maintain records on the Pupil Management information system
- assist staff with various office administration tasks and systems; including letters, data entry, parent communication.

Skills Required:

- organisation and communication,
- IT skills, knowledge of Microsoft Office, (i.e. Word and Excel),
- good attention to detail
- numerate,
- teamwork
- professionalism,
- time management and flexibility to manage busy and varied workload.

Qualifications Required:

GCSE English and Maths minimum.

Desirable:

- previous admin experience ideally school experience,
- knowledge of School Management Information Systems (i.e. Pupil Asset, SIMS or Arbor).

Personal Qualities:

Friendly, reliable, discreet, detail-oriented.

Working Conditions:

School office environment, term-time work

This job description will be reviewed annually and may be amended according to changing requirements.

Variation Clause:

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Executive Headteacher in consultation with the post holder
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the school's management reserves the right to make changes to the job description following consultation.

Flexibility Clause:

1. Other duties and responsibilities express and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the School's other sections or departments.

Name:

Signed:

Date: / /
