

Job Description – ADMINISTRATIVE ASSISTANT

Responsibilities

The postholder will provide general administrative support across the school as and where needed. They will undertake a wide range of administrative and clerical tasks as required to support the work of the school.

Duties to include:

- Supporting the examinations officer with access arrangements.
- Entering information onto SEN provision maps.
- Entering and managing departmental data on the school systems, working with the data manager and the staff to ensure data is accurate and up to date.
- Ensure that display work in the department(s) is attractive and fresh.
- Ordering and cataloguing resources as needed and maintaining a departmental inventory. Producing resources as requested by the department.
- Contacting parents as required.
- Managing the clerical systems required for intervention and ensuring pupils attend.
- Filing correspondence.
- Photocopying and routine reprographics and associated administration.
- Cover Reception – Answer telephone, greet and attend to visitors, record and distribute messages.

Person Specification

Essential Criteria

Candidates for the post must have:

- Excellent communication skills, including a pleasant telephone manner
- A smart and professional appearance
- Experience of routine office procedures
- The ability to work accurately and to deadlines
- Accurate and modern word processing skills
- The ability to work as a member of a team, using initiative when required
- Experience of using email and the internet
- The ability to multi task and work under pressure

Desirable Criteria

It would be advantageous for candidates to have:

- Experience of dealing with the public and the ability to deal with sensitive/difficult situations in a calm and measured way
- Maths and English GCSE at grade C or above (or equivalent)
- An intermediate word-processing qualification
- Two years' general administrative experience

Professional Development

The successful candidate must be prepared to undertake any training as identified in the professional development interview.

The successful applicant will be subject to Disclosure and Barring Service clearance to ascertain their suitability to work with young people.