

Administrative Assistant Job Description

Responsible to: Office Manager

Job Purpose

- To act as the initial point of contact for the students and parents, and in doing so, promote the public image of the school.
- To direct internal and external queries to the relevant persons in a prompt and efficient manner.
- To provide first aid to students.
- To work as part of the team to provide administrative support to staff.

Key Areas of Responsibility

- To be a first aider to students, providing all of the care that they may need and record this accurately on the school's systems.
- To maintain the list of students having specific medical issues.
- To undertake student reception duties, including the prompt, calm and effective dealing with student and parent enquiries.
- To assist with pupil welfare matters, including contacting parents and staff.
- To support members of the Senior Leadership Team with administrative duties.
- To assist with pastoral administration, including answering e-mails and inputting data in the student information management system.

Knowledge, Experience and Training

The successful candidate should:

- Have a commitment to the best interests of our young people
- Be willing to work as part of a team
- Have excellent interpersonal and communication skills
- Be able to use initiative and work without supervision
- Be able to work under pressure
- Be a qualified first aider or show willingness to undertake training
- Have a strong sense of humour; be flexible in attitude and adaptable to change.
- Ideally have experience working in an office environment or a willingness to undertake training.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.