

Administration Assistant

From NJC3. Term-time + 1 week during school holidays

Hours: 08:00 to 15:00 Monday to Friday

Salary: £18.3k

Job profile

Core purpose of the Administration Assistant

We are looking for an enthusiastic and well-organised administration assistant to support the school in the areas of reprographics, first aid, reception, events planning and administration as part of a friendly and welcoming team.

General Responsibilities (all staff):

- To perform duties and attend meetings as reasonably required
- To participate in the school's performance management scheme
- To undergo in-service training where required
- To contribute to the school's pastoral system
- To observe and implement current school policies and good practice
- To carry out such particular duties as the Headteacher may reasonably direct from time to time

Accountabilities:

The post holder will:

- Report to the Office Manager
- Work closely with other staff

Duties and Responsibilities

- Manage the school's reprographics requirements including
 - Printing/copying class, teacher and event resources
 - Manage the smooth running of reprographics printers
 - Placing orders to replenish reprographics / stationery stocks
- Assist with the planning and organisation of all school events. Liaise directly with SLT and event organisers to aid the smooth running of events, awards evenings, school productions, concerts and Eucharist
- Produce termly duty student rota
- Action the student absence line and enter student attendance data
- Work on front desk independently or as a team when needed
- Respond to teacher/parent/student admin requests
- Carry out First aid (full training will be provided)
- Administering First Aid and arranging for parents to collect students from the Medical Room where necessary.
- Keeping accurate First Aid records (including accident and RIDDOR reporting where applicable)
- To participate at all times with general Administration team duties in the provision of an efficient administrative service for the school (including reception, typing, reprographics, incoming and outgoing post, mailings, answering telephone, filing, updating student electronic and paper records etc.)
- Other duties as directed by manager

Person Specification

Experience (desirable but not essential)

- Experience working in a school or similar
- Experience in operating photocopiers including booklets, etc.
- Experience working in an administration / customer service role

Attributes

- Outstanding customer service and drive for excellence
- Strong communication and organisation skills
- Proficient in ICT including Publisher, Word, Excel & Bromcom
- Ability to manage own time effectively
- Ability to adhere to working procedures and policies within the school environment
- Ability to work as a team or individually as required

Notes

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to his/her Line Manager or the School's Child Protection Officer.