

THE CORBET SCHOOL

JOB DESCRIPTION

JOB TITLE: Administrative Assistant

GENERAL INFORMATION

Under the direction/instruction of senior staff: provide routine general clerical, administrative and financial support to the school.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Organisation

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist with arrangements for visits by the school nurse, photographer etc
- Sort & Distribute mail and other communications
- Support colleagues to provide an efficient administration resource for the school.

Administration

- Provide routine clerical support as required e.g. photocopying, filing, faxing, e-mailing, completing routine forms
- Undertake administration work as allocated by the Office Manager.
- Maintain manual and computerised records/management information systems
- Word-processing and other IT based tasks
- Provide administrative support to selected projects / staff

Resources

- Operate office equipment e.g. photocopier, computer, telephone
- Arrange orderly and secure storage of supplies
- Ensure information and records are secured safely
- Develop Resources as required for selected projects

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other agencies, professionals, and suppliers.
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.

Any other duties that would reasonably be expected of the post holder.