



Job Description

Job Title: Office Administration Assistant

Grade: 4 (scale point 5-6) £16,835.00 - £17,140.00

Reports To: Office Manager

Working Hours Monday to Friday 9.30am-4.30pm (with an hour lunch unpaid) 6.5hrs X5 =32.5

Duties and Responsibilities

- Attendance
- Admissions- assist with Admissions- filing and organisation of admitting pupils.
- Work on Reception and act as the immediate point of contact for parents and pupils
- Greeting and assisting visitors to sign in
- Keeping records and logs up to date. Updating Sims.
- Carrying out administrative duties
 - Filing pupil information
 - Typing letters/reports
 - Managing the Admin mailbox
 - Handling sensitive information in a confidential manner
 - Franking outgoing post/Receiving, sorting and distributing the post
 - Photocopying and printing documents on behalf of teachers
 - Support school events when required

Person Specification

Essential

- Motivated and willing to take responsibility for getting things done
- Ability to work as part of a team
- Excellent written and verbal communication skills
- Proficient in MS Office
- Professional and warm manner
- Able to complete complex administrative tasks with minimal supervision
- Proven organisational and communication skills
- Positive attitude and professional approach to responsibilities
- Ability to work well under pressure, managing a range of priorities, with the ability to multi-task and prioritise projects
- Honest, punctual and reliable
- Willing to undertake further training
- Flexible to work additional hours as and when required
- Experience of management information systems

Additional Duties

- Comply with the Code of Conduct and all policies and procedures of the MAT and the school and to report any concerns to the appropriate person
- Engage in relevant continuous professional developments opportunities and performance management/review arrangements.

The job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out duties. It is not necessarily a comprehensive definition of the post and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope in the post. This job description may be subject to amendment to meet the changing need of the Trust, following appropriate consultation.