 

**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.**