

THE DOWNLEY SCHOOL

JOB DESCRIPTION ADMINISTRATIVE ASSISTANT

Hours of Work: 1.00 to 4.30 (17.5 Hours per Week)

Monday to Friday Term Time (39 weeks)

Range 1B £18522 - £19448 Pro rata (depending on experience) FTE 0.4012

General Purpose of Post

To carry out reception and administrative duties connected with the parents, staff and pupils, in order to help maintain the efficient running of the school

Directly responsible to the Office Manager & SLT.

Responsibilities

Reception Duties

- To be a point of contact for visitors to the school, extending a warm welcome to callers – including parents, visitors, contractors and delivery staff.
- To deal effectively with telephone calls, transferring callers to relevant staff and taking and passing on of messages when required
- To monitor the school email account alongside the Admin Assistant, responding to enquiries or forwarding messages to the correct recipient as required.
- To open and distribute incoming mail.
- To ensure that the reception area remains tidy and that literature and forms are updated and replenished as necessary
- To monitor entry systems for the main gate and reception area
- To issue passes to visitors with reference to the school's child protection policy.
- To ensure that contractors sign in

Administrative

- Registers – ensure that the daily registers are completed within timeframe. Printing of registers and fire evacuation report from Inventory system.
- Word processing routine correspondence and standard letters, flyers and notices as required by the SLT.
- Duplicating/Photocopying School correspondence and filing and any other administrative tasks in the school office as directed by the SLT.
- Checking deliveries against delivery notes and arranging delivery to the correct recipient in absence of Site Manager
- To maintain the school diary. Ensuring dates are accurately and where applicable distributed to staff.

- Managing the meeting room bookings and ensure general School lists/Club lists are kept up to date.
- Any other administrative tasks as directed from the SLT

This job description is not exhaustive and will be subject to direction from the Office Manager/Headteacher