



## **Administrator Support Assistant**

### **Job Specification**

**Purpose:** To provide reception and administrative support in the school office.

**Responsibilities:** Carry out day to day duties to make the office a productive work place for parents, staff and visitors.

#### **Main Duties include:**

- Welcoming parents and visitors to the school and dealing with any enquiries
- General office duties including telephone calls, filing, photocopying, shredding, and entering information on specific school software
- Handling and distributing internal and external mail message
- Ordering and monitoring school supplies
- Booking transport, trips/activities
- Ordering and distributing all school uniform
- Maintaining the school diary
- Handling cash and data entry
- Record keeping
- Any other duties as required by the Office Manager or Headteacher
- Administer medicine when needed

#### **Managing Resources**

When required, provide refreshments for attendees at meetings. Operating and basic maintenance of office equipment and other facilities where appropriate. Working with suppliers to receive deliveries as instructed by the Office Manager Safekeeping and storage of office supplies

#### **Qualifications, knowledge, experience and expertise:**

- The ability to maintain confidentiality at all times
- Good writing and communication skills
- Literate and numerate
- Knowledge of health and safety and related procedures and policies and how they apply to the work area
- Committed to ongoing personal development.
- Understanding of relevant procedures and practices
- Understanding of how to deal with visitors to a required standard of service
- Knowledge of service provided in own area
- Professional, friendly, reliable and approachable
- Basic ICT skills
- NVQ Level 2 or equivalent experience

Desirable:

- Experience of a school office and procedures
- Knowledge of Scholar pack MIS
- Knowledge of Teachers 2 Parents
- Knowledge of Scopay payment system
- Use of CPOMS system

Training will be provided where necessary.