



POST: Admin Assistant

GRADE: Band C

REPORTS TO: Office Manager

Purpose

To work as part of a team to assist in organising and managing the administrative support systems and activities that facilitates the effective and efficient running of the school, including the day to day function of Reception. To be responsible for the Purchase ledger (Suppliers), Cash and Credit Cards, Sales ledger (raising of invoices and banking of cash) and Trips payments

Roles and responsibilities

- Reception duties ensuring visitors are welcomed and managed according to safeguarding and other school policies and procedures.
- To Provide general administrative support for the school.
- Assist with the production of correspondence across the school.
- Filing and photocopying.
- To assist with the dealing of queries and complaints.
- To use information systems and prepare information for internal use within excel and word and PowerPoint.
- To assist with the organising and facilitating of meetings and training events within the school.
- Deal with enquiries from pupils and families.
- To help ensure the prompt circulation of information throughout the school.
- To liaise with school and Trust staff as required.
- To liaise with external organisations as required.
- Support at school events including open evening and parents' evenings.
- To ensure technology is used in accordance with Trust policies and procedures
- Arrangement of meetings including arrangements for hospitality.
- Support the preparation and distribution of academic reports.
- Provision of administrative support at parents' evenings and academy events.