



Job Description

ADMINISTRATION ASSISTANT

RESPONSIBLE TO: Administration Manager

This role provides administrative support for a variety of areas including departments, pastoral leaders and senior management; the administration of school trips and events as well as support for our front of house area as required. The Administration Assistant will also assist with any other relevant duties, which might include helping to set up school events, supporting whole school administrative requirements or covering the school reception.

PERSONAL ATTRIBUTES

- A proactive, 'can do' approach
- Flexibility to adapt to changing priorities and needs
- Excellent verbal and written communication skills
- Ability to work to deadlines
- Experienced user of Microsoft Office including Word and Excel is essential, with an aptitude for IT systems being useful
- Highly organised, accurate and detail conscious
- Ability to use discretion and respect confidentiality
- A willingness to train as a first aider

MAIN DUTIES AND RESPONSIBILITIES

- Provide administrative support to heads of departments, senior staff, school careers department and other areas as required, including supporting regular and ad-hoc projects
- Administer school trips and events in accordance with school processes and procedures
- Contribute to the smooth running of the school's front of house area including lunchtime cover of reception, helping with post etc.
- Work proactively and communicate appropriately with staff, students, parents and other third parties to provide professional, efficient and effective administrative support across the school
- Support and contribute to the development of others within the team through sharing knowledge
- Work cooperatively with others towards shared goals
- Consider the reputation and maintain the high standards of the Administration team and the school in all work and communications