

FOREST ACADEMY

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

Responsible to: Head Teacher and Office Manager

Purpose of Job: To provide an effective and efficient clerical support to the school.

Duties and Responsibilities

Reception

- To be a point of contact for both telephone and face to face enquiries and take messages where appropriate.
- To ensure school security arrangements are always complied with, including the issue of visitor's badges and signing in procedures.
- To accept and sign for deliveries as appropriate.
- To provide hospitality for visitors to the school.

Clerical

- To provide general clerical support as required.
- To undertake filing and photocopying as required.
- Updating and using Pupil Asset as necessary.
- Ensuring scheduled premises maintenance is undertaken and accurate records kept.
- Acting as the first point of contact in dealing with customer complaints, referring on to more senior staff as appropriate.

- Generating and producing correspondence.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of the job, skills and grade.