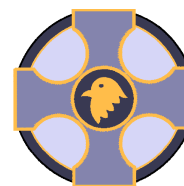




ROYSTON SCHOOLS ACADEMY TRUST



JOB TITLE: ADMINISTRATIVE ASSISTANT (Fixed Term Contract)

SALARY: H1-2-(£15,507-£16,481) Pro rata

SCHOOL: Roysia Middle School

DATE: September 2017 - July 2018

HOURS: 24 hours per week, term time only + additional days by agreement

Purpose of the post:

To provide reception services to visitors, staff and pupils, be principal first aider and provide clerical support in the school office and to school staff.

Main duties and responsibilities

- Assist with student welfare matters, including contacting parents and staff
- To act as a focal point for all enquiries and visitors, ensuring a professional, friendly and efficient welcome to all visitors to the school
- Ensure that safeguarding procedures are followed in relation to all visitors to the school ensuring the highest professional standards
- Provide a prompt and clear telephone switchboard service, responding to and screening incoming calls ensuring calls and messages are directed to the appropriate department or individual, quickly, clearly and efficiently
- Deal with the diverse needs of parents, pupils and external visitors in a calm and professional manner
- Monitor entry to/exit from the school via the front security door ascertaining identity of visitors and issuing security badges
- Dealing with day to day correspondence
- Administration of money collections
- Monitoring stationery stock control and ordering of equipment
- Using reprographics
- Maintain awareness of the activities of the school in order to answer or direct queries in an proficient manner
- Maintain a clean and tidy reception area presenting a professional image at all times
- Ensure that Receptionist duties are covered during any periods of absence
- Provide first aid to pupils, visitors and staff as Principle First Aider.

Knowledge, experience and training

- Knowledge of Microsoft Office (Word and Excel)/SIMS databases or willingness to undertake training essential.
- Knowledge of telephone systems or willingness to learn essential.
- First Aid Certificate or willingness to undertake First Aid training essential.
- Flexible, multi tasker and excellent communication skills

The list is neither exhaustive nor exclusive

1. ORGANISATION CHART

The Royston Schools Academy Trust

Local Governing Body

Headteacher/School Leader

School Business Manager

Office Manager/Bursar

Administrative Assistant – 1

4. SUPERVISION

The post holder will work largely on his/her initiative but under the direction of the School Business Manager and Office Manager . The Administrative Assistant will also support fellow colleagues, as and when is necessary, and general day to day duties will be defined.

5. JOB CONTEXT

To provide a day-to-day administrative service to teachers and staff.

CONTACTS

Main contacts are with the school staff, pupils, parents and visitors.

6. KNOWLEDGE, EXPERIENCE, TRAINING

Education to GCSE level in English and Maths
Experience in busy office environment
Excellent ICT skills
Ability to work as part of a team
Good telephone manner and communication skills
Experience of cash handling
High regard for confidentiality
Provision of First Aid

Training on the SIMS data base package could be provided.

ADDITIONAL INFORMATION

The post is subject to a criminal records check by the Disclosure Barrier Service.