



WOODBRIDGE HIGH SCHOOL

Administrative Assistant

Job Description

Grade: LBR4 Scale 18-21 - £23,646 - £24,736 pro rata

Hours: 36 Monday - Friday

Line Manager – Office Manager

Purpose:

To be part of the administrative team, and to undertake the following tasks: first aid, switchboard enquiries dealing with parents, staff and external agencies, dealing with pupils helping with their enquiries and word-processing

Duties and Responsibilities:

1. Reception Duties on a daily basis.
2. To undertake word-processing on behalf of Office Manager as appropriate
3. To deal with requests from pupils, parents and staff as required
4. To receive incoming telephone calls and deal with appropriately
5. To be responsible for the recording and setting of the school detention system
6. To deal with internal and external mail and messages
7. To be a pro-active First Aider dealing with pupils on a daily basis

Generic

1. Undertaking the necessary training required in order to keep up to date with developments as identified through performance management
2. Ensuring compliance with the school's Health and Safety Policy, personally contributing to an environment that welcomes diversity and respects individuals
3. Performing other such duties of a similar nature as from time to time may be required. Fundamentally to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the school's ongoing needs
4. To invigilate school examinations as required.

PERSON SPECIFICATION:

JOB TITLE: Administrative Assistant

-Essential (E) or Desirable (D) below

Experience:

- previous experience of working with pupils in an educational environment (E)
- previous experience answering and dealing with telephone enquiries (E)
- previous experience of using ICT packages including Word and Excel (E)

Skill, Knowledge and Abilities:

- able to follow instructions and carry out set duties (E)
- appropriate ICT skills (E)
- able to work using own initiative (E)
- an attention to detail (E)
- high level of personal drive and energy (E)
- receptive to new ideas and change (E)
- pro-active (E)

Education and Qualifications:

- a good standard of general education (D)
- a first aid qualification (training will be provided) (E)

Personal Attributes:

- able to work as part of a team (E);
- able to be flexible and to recognise and provide support for team members when needed (E)
- able to use own initiative to deal with situations as they arise, acting in line with school policies and instructions (E)
- a friendly, co-operative approach to parents, pupils and staff (E)
- a positive work ethic approach (E)
- sense of humour (E)
- promotes and gives a positive image of the school (E)