Administrative Assistant – King's Academy College Park

Job Description

JOB PURPOSE

To support the day to day running of the main school office under the direction of the Office Manager. To answer the telephone, receive visitors to the school, answer routine queries and provide general administrative duties to assist the Office Manager with the smooth running of the main school office.

MAIN DUTIES

- To greet all visitors to the main school office and answer their enquiry in a friendly and timely manner and to answer and direct telephone enquiries to the appropriate person
- Distributing messages from parents/carers to members of staff using the appropriate channels and in a timely manner
- To maintain confidentiality at all times and ensure that security procedures are upheld e.g. issuing of the appropriate visitor badges, a check of DBS documentation (where necessary) and arranging for visitors to be accompanied whilst on site (if applicable)
- To action absence calls and voicemails, inputting them on Studybugs
- Receiving deliveries and informing Finance and the Site team in a timely manner
- To monitor the school's general email account, answering queries and forwarding emails to the relevant person
- To send messages and letters out to parents on ParentMail
- Provide administrative support to the Office Manager and wider school team eg. photocopying and filing
- To be responsible for lost property, keeping it tidy and checking items for names on a regular basis
- Be willing to undertake first aid training to administer first aid and medication when required
- Attend meetings and training sessions as required

SAFEGUARDING

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the academy Child Protection Policy, Safeguarding policy and Code of Conduct
- Ensure all issues relating to pupils are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements

HEALTH, SAFETY & SECURITY

- Ensure a personal awareness of and compliance with, policies and procedures related to health, safety and security, confidentiality and data protection
- Ensure concerns are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices

EQUITY, DIVERSITY & INCLUSIVITY

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity

To be a team player and be prepared to undertake the work of another team member in their absence with the relevant instruction and supervision.

Be prepared to undertake any other duties at the discretion of the Office Manager or Headteacher to assist in the smooth running of the school.