



Administrative Assistant – King's Academy College Park

Person Specification

Job Summary: The Administrative Assistant serves as the first point of contact for parents, visitors and staff in our school. They are responsible for creating a welcoming and professional atmosphere at the school's front desk and providing administrative support as needed.

Key Responsibilities:

Front Desk Management

- Greet visitors, parents and staff with a friendly and welcoming manner.
- Answer incoming phone calls and direct them to the appropriate staff members or take concise messages to pass on.
- Maintain a neat and organised reception area.

Visitor Assistance

- Assist visitors with enquiries, provide information and inform the relevant staff members.
- Ensure the safety and security of the school by following visitor sign-in procedures.

Administrative Support

- Assist with administrative tasks such as filing, photocopying and data entry.
- Manage and distribute incoming and outgoing mail and promptly inform our Finance and Site team of any deliveries.
- Managing the main school email account efficiently.

Appointment Scheduling

- Schedule appointments and meetings for staff members and assist with calendar management.
- Notify staff of visitor arrivals and appointments.

Communication Skills

- Possess excellent verbal and written communication skills.
- Handle enquiries and requests professionally and promptly.

Technology Proficiency

- Be proficient in using office equipment, including multi-line phones and computer systems.
- Adapt quickly to school-specific software systems.

Qualifications

- Previous office or administration experience is preferred.
- A First Aid certification would be an advantage.

Skills and Abilities

- Exceptional interpersonal and customer service skills.
- Strong organisational and time management skills.
- Attention to detail and accuracy in tasks.
- Ability to remain calm and composed in fast-paced situations.
- Professional appearance and demeanour.

Personal Attributes

- Polite, courteous, and respectful.
- Reliable, punctual, and able to maintain a professional appearance.
- A commitment to upholding the school's values and creating a positive first impression for visitors.