



JOB DESCRIPTION

Administrative Assistant

Post Title: Administration Assistant
Hours: 15 hours, term time, plus 1 TE Day
Salary: Scale 1 (point 2)

Main Purpose of Role:

To undertake general administrative duties in Resources.

- Carry out printing, photocopying, filing, emailing, complete routine forms.
- Produce lists/information/data as required.
- Respond to routine correspondence.
- Maintain stock and supplies, cataloguing and distributing as required.

Main Duties and Responsibilities:

- Printing, photocopying and organising areas of work in Resources.
- To process stationery orders for departments using the school's online stationery shop.
- To undertake administrative duties across departments.
- To support with duties in Resources and across all departments. This may include answering calls, face to face enquires.

General:

- To take advantage of any available training and professional development opportunities.
- Be aware of and comply with policies and procedures relating to Safeguarding, Health & Safety, Security, Confidentiality and strictly adhere to Data Protection regulations, reporting all concerns to an appropriate person/line manager.
- To positively contribute to the implementation of The Chase School's Climate Pledge to reduce our carbon footprint and promote sustainability, in accordance with legislative requirements and current best practice.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in regular meetings when appropriate.