JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE ASSISTANT

KEY RESPONSIBILITIES:

- To assist the Head of School and Trust Business Manager in the provision of efficient and effective administrative support services.
- To provide secretarial, typing and general computer/data input retrieval services.
- To provide an effective and efficient front-line service to parents/carers and visitors with the aim of resolving queries and improving communication.
- To maintain an efficient mail distribution service and continually update the website as directed by the Head of School and Trust Business Manager.
- To compile information for the weekly newsletter and other communication documents in a clear and concise manner. To distribute the newsletter effectively and on time.
- To maintain accurate administrative, financial, pupil and other school records.
- To accurately record income, receipting parents and balancing income software with banking sheets to produce a complete auditable trail.
- To administer petty cash, accounting for all expenditure with proof of purchase.
- To provide routine clerical support such as photocopying, filing and stationery issue.
- Data input as required for pupil assessment.
- To order and receive goods in accordance with financial procedures and as instructed by the Head of School and Trust Business Manager.
- Carrying out any other tasks that are reasonable to the role and level of skill.