



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Administrative Communications Assistant</b>
<b>Hours of work:</b>	<b>37 hours per week, Term Time + 10 days</b>
<b>Pay Grade:</b>	<b>Scale 3 (SCP 5-6)</b>

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### **PURPOSE OF POST**

The post holder will join an established small administrative school team and will be the first point of contact at the School's Reception.

As the first point of contact at the School, the post holder will be required to answer and direct incoming calls, take messages for unavailable staff, forward messages and place outside calls; deal with external and internal enquiries, either via the telephone or at Reception and welcome visitors to the School; be responsible for the distribution of incoming post to individuals, as well as the despatch of outgoing post; provide administrative support to the school, working flexibly across a range of functions.

### **CORE RESPONSIBILITIES**

- Welcome visitors to the school, maintain the visitors' book and ensure compliance with safeguarding.
- Answer enquiries by telephone or in person from parents or other external persons
- Receive parcels and deliveries; arrange outgoing post and special deliveries when necessary.
- Communicate with parents using a range of digital communication systems within school eg email, text messaging, parent app, website
- Input and extract pupil information using SIMs
- Arrange/book school trips and transport
- Arrange/book & record staff training
- School marketing including uploading documents to the school website and using our school twitter account

### **GENERAL ADMINISTRATOR RESPONSIBILITIES**

- Support the current office team in carrying out the day-to-day administrative requirements of the Senior Leadership Team and teaching staff.
- Administrative duties such as producing letters, emails, photocopying, filing, etc.
- To understand Data Protection and Confidentiality.
- To be flexible and highly organised.
- To work to deadlines in a calm and confident manner when under pressure.
- To use SIMS on a daily basis for school administration.
- To use other software in order to carry out various tasks in school (e.g. Parentpay, Sims App, School cloud).
- All other administrative duties as required by the School.

### **OTHER**

- The post-holder may deal with sensitive material and should maintain confidentiality in all School related matters.



## PERSON SPECIFICATION

### Administrative Communications Assistant

CRITERIA	ESSENTIAL/ DESIRABLE
<b>QUALIFICATIONS AND TRAINING</b>	
O Level or GCSE English and Maths Grade C	E
<b>PREVIOUS EXPERIENCE</b>	
Some proven experience in office administration	E
<b>PROFESSIONAL KNOWLEDGE AND UNDERSTANDING</b>	
Good working knowledge of databases, spreadsheets and relevant software	E
Awareness of policies and procedures relating to child protection	D
Working knowledge of SIMS	D
<b>ABILITIES AND SKILLS</b>	
Ability and desire to learn a range of new, technical skills	E
Ability to approach all aspects of the work in a thoroughly methodical, conscientious manner	E
Ability to demonstrate absolute integrity, discretion and confidentiality	E
Ability to handle a number of issues simultaneously, while retaining calm, patience and concentration	E
Ability to work as part of that team	E
Ability to maintain appropriate relationships	E
Ability to maintain, initiate and adapt reliable filing systems and to ensure that accurate paper and IT records are kept	D
Accurate keyboard skills	E
Excellent ICT skills utilising Microsoft Office	
Excellent organisational and administrative skills	E
Strong and effective interpersonal skills in order to establish and maintain harmonious, purposeful and effective working relationships at all levels	E
<b>PERSONAL QUALITIES</b>	
Adaptability, dedication and commitment	E
Good role model to colleagues and students	E