



JOB DESCRIPTION

Post title:	Admin Assistant
Academy:	Selston Church of England Infant and Nursery School
Working time:	29.25 hours – Mon – Fri
Pay range:	Grade 2 Pt 2-4 – £23,656 - £24,404 (pro-rata)
Reporting to:	Office Manager / Headteacher
Supervisory responsibilities:	n/a

Main Purpose of the job:

The provision of routine clerical, administrative and financial support to the school as directed

Key Responsibilities:

- To perform routine clerical tasks including receiving & making telephone calls, checking and verifying information, greeting visitors, providing directions and advice and information to basic enquiries, typing straightforward letters and documents.
- To undertake general office support work including filing, photocopying, routine data input and retrieval including updating pupil records.
- To prepare and process routine orders including completion of requisitions, placing orders, receiving and matching delivery notes with orders/invoices.
- Receiving and processing incoming and outgoing mail and email.
- To undertake cash collection duties including simple recording as required; to check and input details on our parent payment system.
- To collect and process attendance data.
- To support teachers in arranging, booking and co-ordinating trips.
- Basic website housekeeping.

Supporting Information

The current key responsibilities of this post are outlined in this job description but are not exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

This job description is current at the date below and does not form part of your contract of employment. This may be amended as the need arises to reflect or anticipate changes to the role/duties following consultation with the post holder.