

Mr J Freeston BSc (Hons)
Headteacher

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Deputy Head



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JOB DESCRIPTION

SCHOOL	King Offa Primary Academy
JOB TITLE	Administrative Assistant
GRADE	SS8
MAIN PURPOSE OF THE JOB	Under the direction / instruction of senior staff, provide routine general clerical / administrative / financial support to the school.

PRINCIPAL ACCOUNTABILITIES

Organisation

- Undertake reception duties, answer routine telephone calls, redirect calls, pass on messages to others as required, deal with face to face enquiries and sign in visitors
- Arrange hospitality as required
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist with access arrangements by outside agencies and other visitors.
- Assist in the preparation of school activities

Administration

- Provide routine clerical support e.g. photocopying, filing, emailing, complete routine forms
- Maintain manual and computerised records / management information systems
- Undertake typing, word-processing and other IT based tasks for teaching and other support staff
- Sort incoming and outgoing mail and distribute accordingly
- Undertake routine administration e.g. registers / school meals

Resources

- Operate office equipment, e.g. photocopier, computer
- Arrange for reprographic equipment repairs and servicing, following procedures
- Arrange orderly and secure storage of supplies
- Check stock deliveries and refer any queries to suppliers or line manager as required

Responsibilities

- Be aware of and comply with related policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and equal opportunities for all
- Contribute to the overall ethos / work / aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that Aurora Academies Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.