

**KINGS OAK PRIMARY SCHOOL  
JOB DESCRIPTION**



**JOB TITLE:** Administration Assistant

**GRADE:** Level 2

**RESPONSIBLE TO:** Office Manager

**JOB PURPOSE:** To provide an efficient, professional and customer focused administrative support to the school.

**Main duties and responsibilities:**

1. To ensure that the schools reprographics and stationery stock are maintained and tidy.
2. To assist with arrangements for education visits and trips.
3. To assist with ordering of supplies, receiving deliveries of stock, checking against delivery notes and informing intended recipient of any shortages, damages etc.
4. To assist with the timely distribution of school newsletters.
5. To ensure office cover between 8.00 am - 5.00 pm at all times.
6. To undertake reception duties; to be the first point of contact for parents and other visitors in a welcoming manner, ensuring signing in procedures are adhered to, including the signing in/out of pupils
7. To manage all incoming and outgoing post to the school, ensuring post is distributed to appropriate staff.
8. To operate the school's telephone system, filtering calls and obtaining information for messages and delivering to the recipient as required.
9. To provide administration support to the other administrators, all staff and the Senior Leadership Team, including routine typing, preparation of letters, filing, photocopying and curriculum support.
10. To assist with school uniform orders.
11. To maintain all Reception area display boards.
12. To maintain all filing systems in a timely manner and ensure confidential documents are shredded and destroyed in accordance with procedures.
13. To assist with arrangements for educational visits and trips.
14. To assist in the timely distribution of school newsletters.

**Other**

15. Maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information

16. Undertake any other duties of a similar level and responsibility as may be required

Job descriptions will be reviewed annually at the time of the post holder's annual appraisal but may be reviewed at any time.

Signed (Line Manager) ..... Date .....

Signed (Post holder) ..... Date .....

## PERSON SPECIFICATION

**JOB TITLE: Administration Assistant**

Attributes	Essential	Desirable
<b>Education/ Qualifications</b>	<p>GCSEs in English and Maths at grades A* - C or equivalent</p> <p>Current first aid qualification or willingness to undertake</p>	
<b>Experience</b>	<p>Previous and recent experience within the clerical / administrative function</p>	<p>Experience of working in a school office</p>
<b>Skills/ Knowledge/ Aptitude</b>	<p>Effective IT Skills including Microsoft Office (Word and Excel)</p> <p>Good interpersonal and communicational skills with a wide range of audiences</p> <p>Good communication skills and experience of dealing with internal and external customers in a confident and professional manner</p> <p>Good organisational skills</p> <p>Ability to work collaboratively with a range of colleagues</p> <p>Ability to work with autonomy within set boundaries and regular access to line manager for guidance</p> <p>Ability to cope with conflicting demands, deadlines and interruptions</p> <p>Act with diplomacy, discretion and confidentiality</p>	<p>Competent use of Management Information Systems</p>
<b>Motivation</b>	<p>A team player with the ability to support colleagues effectively</p> <p>A flexible approach during busy times of the academic year</p> <p>Interest in own personal development and willingness to undertake further training</p>	

