**JOB DESCRIPTION**

**Job Title:** Typist/Admin Assistant

**Department:** Admin

**Responsible to:** Office Manager

**Hours:** Term Time plus 2 weeks during summer

Monday - Thursday 1.00 p.m. 5.00 p.m.

Friday 10.30am to 1.30pm - 19 hours a week

**Salary:** Scale Range 6. NJC 16 – 18 (FTE £27,471 - £28,470)

Actual Salary £12,686 - £13,147 p.a.

To assist the Office Manager with a range of admin duties.

**Main Duties**

* To support the admin team, when necessary in the form of typing, word processing, filing, photocopying, scanning etc.
* Proof read, obtain approval and send teachers’ letters and emails to parents
* To complete accurate mail merges to process labels and other documents
* Ongoing updates of the online school newsletter
* To assist with the administration prior to and during the Year 12 Poland boys’ trip, and other trips across both schools
* To ensure all administration is completed for Year 10 and Year 12 Work Experience placements
* To receive incoming telephone calls and, if necessary, operate the school switchboard
* To deal with general telephone queries in accordance with current school policies, procedures and charters
* To deal with messages and / or pass on messages left on school answering machine.
* To complete First Aid Training
* Ensure the office is kept clear and tidy at all times to maintain a professional working environment
* Assist with student filing, when necessary.
* Ad-hoc admin duties as required by the Office Manager and assist with general administration within Hasmonean MAT, including helping with the photocopiers and printing ID cards
* Use Bromcom (Schools Information Management System), ParentPay and other school software within the administrative role (training will be provided)
* Production of quality graphic designs to promote the school using InDesign and Publisher
* Design of brochures
* Design and produce certificates for various events throughout the school year
* Design Open Evening adverts and liaise with local press
* To be aware of current Copyright Legislation relating to photocopying and audio visual recording and advise the Senior Leadership Team of any changes to Copyright Laws.

#### NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the CEO.

This job description does not form part of the Contract of Employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out in the foregoing.

Mrs L Oskis

Issued: May 2022

**PERSONAL SPECIFICATION**

**ADMIN ASSISTANT**

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| **Specification:** | **Essential (E) /Desirable (D)** | **Gathered from; Application (A), Interview (I), Test (T)** |
| **Qualifications:**  GCSE (or equivalent) English Grade C or above  BTEC (or equivalent) in an appropriate administrative subject | E  D | A  A |
| **Experience:**  Good typing skills  Minimum of 2 years working in an office environment  Experience working in a school  Ability to use Microsoft Word and Excel to intermediate level, for example mail merging  Good proof reading skills  Ability to use Publisher and InDesign | E  E  D  E  E  E | T  A  A  A / T  A/T  A |
| **Personal Attributes:**  High attention to detail  Understands confidentiality  Clear and effective communicator  Completer finisher | E  E  E    E | I / T  I / T  I  I / T |