



Sackville School

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

MAIN TASKS/DUTIES/RESPONSIBILITIES

To cover a wide variety of clerical and administration tasks:

- Ability to work in a team
- Competent use of Microsoft Word, Excel and experience of using office software packages
- Provide clerical support, this to include photocopying, filing, email and answering routine correspondence and responding to ad hoc requests from staff for assistance
- Providing administrative assistance for school events e.g. Open Evening, Transition, School Production, Music Concerts etc.
- Maintain manual and computerised records
- Preparing the post daily
- Organising and booking staff courses
- Overall control of the school office stationery
- Keeping an accurate record of the free school meals register
- Covering the reception staff in case of illness
- Assisting the Heads PA when required with hospitality events
- Assisting the SLT Support Manager in the daily running of the school including cover arrangements for teacher absence

Sackville School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service (DBS).