



FINHAM PARK
MULTI ACADEMY TRUST

JOB DESCRIPTION Finham Park 2

Job Title	Administrative Assistant (Maternity Cover)
Grade	Grade 3
Hours	20 hours per week, term time only plus one week
Status	Fixed Term Until February 2023 (Maternity Cover)

Job Purpose

- To organise cover for teacher absences as well as providing a range of administrative support.
- To work in the reception area

Duties and Responsibilities

Administration Role

- Undertake administrative duties to support the administration processes appropriate to the post and to support the wider school if required.
- Use computer word processing, spreadsheet, and database software to prepare reports, memos, and documents.
- Undertake routine typing, word-processing on an ad hoc basis.
- Operate office equipment e.g. photocopier, computer.
- Provide secretarial and administrative support to management and other staff.
- Maintain the confidentiality of information and the security of office systems, records, files and equipment





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Reception Duties

- To be a point of contact for both telephone and face to face enquiries, taking messages where required.
- To ensure school security arrangements are always complied with, including the issue of visitor's badges and completion of visitor signing in system.
- To provide hospitality for visitors to the school.
- Deal with internal and external telephone calls in an appropriate manner, filtering calls as necessary, taking messages as required.
- Ensure security procedures are followed for all visitors.
- Deal with the distribution of Royal Mail post.
- Receive and accept courier deliveries according to office procedures and assist with checking and distributing to relevant departments.

All duties and responsibilities must be carried out with due regard to the School's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School's Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 2018)

