



BURGESS HILL

— GIRLS —

JOB DESCRIPTION

Job Title: Administration Assistant
Reports to: Head's PA
Contacts: Staff, Pupils, Parents and visitors to the school

JOB SUMMARY

Work as part of the School administrative team to provide a proactive and responsive administration service to the School, to include reception/telephone cover and support other members of the School team with administrative duties, to ensure the smooth running of the School.

PRINCIPAL ACCOUNTABILITIES

- Provide reception cover where required on either the Prep or Senior reception area in order to ensure a seamless service is provided to callers and visitors to the School. Cover the Prep reception daily between 5-6.30pm.
- Provision of administrative support where required to the whole school, to ensure continuation of service provision, as follows:
 - Filing - ensure files and pupil files are kept up to date and secure at all times.
 - Ensuring the School's main reception is covered at all times; providing the cover where necessary; greeting visitors, answering telephone calls, taking and passing on messages, ensuring the reception is welcoming for visitors and callers.
 - Shred confidential documents in line with School and Data Protection regulations.
 - Post – ensure that incoming post is promptly put into pigeonholes and that outgoing post is franked and ready for collection at the designated time each day.
 - Photocopying and binding documents.
 - Occasional typing and updating of letters, reports, notices and other documents, ensuring a timely and accurate service provided at all times.
 - Maintain master keys for the School and that these are kept securely at all times.
 - Ensure the office is secure and that current work is tidied and locked away at the end of each working day.
 - Undertake any other reasonable tasks in order to provide a responsive administrative support service across the School.

JOB CONTEXT

The job holder works as part of a team of secretarial/administrative staff across the School – working for

the Nursery, Prep School, Senior School, Sixth Form, Boarding and the Central Support functions. Team members are required to support each other during busy periods and absences in order to provide a seamless support service across the School, ensuring the highest priority tasks are dealt with.

CONDITIONS OF SERVICE

30 hours a week, 12-6.30pm (less 30 minute break)

Term time (35 weeks per academic year) to include all of the School term time