



The **Ongar** Academy

Administrative Assistant – Job Description

We are looking for a hardworking, conscientious individual to join our busy team. The ideal candidate will have experience of working in a school environment.

Regular tasks involved in this role include (but are not exclusive to)-

- Confidential administrative support for the Heads PA
- Confidential support for the Designated Safeguarding Lead
- SIMs administration
- Dealing with parental concerns / queries
- Dealing with telephone queries
- Dealing with external agencies in supporting the safeguarding of children

The individual must have the ability to work with their own initiative and calmly under pressure. He/she must also be organised in their working practices, whilst understanding the need for tasks to be put aside when something needing more immediate attention arises.