



The **Ongar** Academy

Administrative Assistant – Job Description

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

Working in Student Services means you are the first point of call for students and so a cheerful and patient personality is necessary.

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

- Managing student queries;
- SIMs administration
- Assisting Parent Pay administration;
- Admin support for Trips and Visits
- Working with the Finance System
- Dealing with parental concerns / queries;
- Dealing with telephone queries;
- Assisting careers administration;
- Assisting Parents Evening' administration;
- Administering basic first aid to students when required;
- Covering Reception when required;

The individuals must have the ability to work under their own initiative and be able to work 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.