



## JOB DESCRIPTION

### General Admin Assistant

### Within

### (Reprographics, Admin Office & Reception)

### Scale 5 Point 8 (range 8 to 11)

**Hours of work:** 32 hour per week  
38 Weeks per year

**Reports to:** Head Teacher  
Office Manager

#### MAIN DUTIES:

##### Reprographics Duties

- Responsible for printing, collating and finishing of all documents, reports and booklets required for use within the school
- Assist with ordering and stock control.
- Assist towards maintaining records for reconciliation towards the budgetary control of Departments within the school.
- Ensuring the efficient and smooth running of all school copiers.

##### Admin Office Duties

- Word Processing and typing
- Type confidential reports and letters concerning pupils and staff
- prepare presentation booklets, documents, charts, graphs etc.
- Type internal examination papers
- General correspondence
- Produce Certificates and other Praise documents
- Administration of school events
- Electronic communication to parents/pupils
- Maintaining pupil files

##### Reception (Relief Cover)

- Answer the busy school switchboard and greet and assist parents, contractors and any other visitors to the school.
- Assist generally in the reception area and with external post as and when required
- To operate the school franking machine and make sure that post is sent
- Make tannoy announcements
- Deal with all enquiries from pupils, parent/carers and staff whilst keeping strict confidentiality.
- Maintain a calm and clean working area

All typing and production of the above is to be carried out on a P.C. using Microsoft Office – training will be given where necessary.

## NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Agreed by:** ..... (Postholder)

..... (Postholder – Print Name)

**And:** ..... (Headteacher)

**Date:** .....

**Updated Sept 2021**

