



Administration Assistant

Job Title: Administration Assistant - Grade C
37 hours per week, 39 weeks p.a.

Role: To provide a quality service to staff, students, parents and visitors in a busy School Office

Line Manager: Finance and Office Manager

Duties:

- General administration support including Parents Evening, Trips and Events organisation but not restricted to.
- Monitoring General email and forwarding messages as appropriate
- Support to HR and Sims manager when needed
- Monitoring office stationary stock levels
- Producing documents on Microsoft Office software in accordance with school deadlines
- Reprographics
- Supporting administration and providing communication to parents
- Support with providing reception duties when needed to include: telephone and email enquiries, greeting visitors, managing student runners etc

All administrative duties are subject to division of the roles within the office, however all admin support staff should be aware of all systems in the office and be able to step in case of emergency or absence.

Whilst every effort is made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Personal Specifications

- Educated to GCSE level C or equivalent in Maths and English.
- Effective interpersonal and communication skills
- Ability to prioritise workloads and work to deadlines
- Ability to work effectively as part of a team and to act on own initiative
- Good knowledge of Microsoft Office packages

Ideal but not essential

- Experience working with SIMS
- Experience of Excel
- Experience of working in a busy school environment

The Hamble School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Candidates will be subject to DBS checks along with other relevant employment checks.