

ADMINISTRATION ASSISTANT LOCAL DUTIES

(ROLE PROFILE 02126 ADMIN ASSISTANT C GRADE)

Duties
- First point of contact for all general centre enquiries - Contribute to the smooth running of the school's Reception, postal, telephone, stationery and hospitality facilities - Provide administrative support to the staff and students - Apply and adhere to a wide range of process and procedures - Produce routine and adhoc documentation/correspondence against a framework provided by the Headteacher & Senior Bursar - Sending out information to parents via the school's text and email service. - Access student records & maintain accurate data on the school SIMS system - Inputting and extracting pupil information using the school's computer systems - Register children & maintain attendance - Undertake welfare support to pupils - Monitoring and replenishing of the stock of stationery, uniform, placing orders where necessary