Ref: Job Descriptions/Admin assistant 2021

Post :	Admin assistant
Salary :	BS4 £19,312 (term-time only, pro-rata)
Accountable to :	Admin Manager
Purpose :	General main office admin tasks

Principal Accountabilities:
Job involves, but is not limited to, the following tasks.

Front office duties:

- Reception duties
- Using SIMS to manage pupil information and produce reports
- Microsoft Office packages: Word, Excel, Powerpoint, etc
- Assisting with SISRA and ALPS pupil data packages
- Liaising with parents
- Answering telephones and taking messages
- Word processing to create communications to be posted or emailed out
- Sorting and distribution of incoming post
- Franking outgoing post ready for collection
- Room bookings
- First Aid
- Emailing or posting communications out to pupils and parents/guardians

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