# VICARAGE PRIMARY SCHOOL JOB SPECIFICATION

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Title of Job: Administrative Assistant

Grade: Scale 2

Job No (s): Department: Education

Section: Administration Date: September 2025

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JOB DESCRIPTION

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PERSON REPORTS TO: Office Manager

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PURPOSE OF JOB: To provide efficient and effective administrative support to the school and carry out reception duties effectively

To offer a professional and courteous service to every user

To be able to relate appropriately to a wide range of people

To have an awareness of users needs

The post holder is expected to be proactive in keeping up to date with services, activities and events that the school provide.

LINE MANAGE: This post has no supervisory responsibility

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# DUTIES AND RESPONSIBILITIES

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

Duties and Responsibilities

* To oversee lettings at the school
* To provide day to day reception cover
* To ensure school security measures are adhered to by operating the various control mechanisms in place. This includes responsibility of ensuring ID is checked for all visitors, passing on any ID paperwork for supply teachers to the HR Officer
* To ensure all visitors are greeted in a prompt, professional and welcoming manner dealing sensitively with a wide range of issues
* To provide assistance when required to staff and visitors attending meetings at the school, this may include taking them to and from the meeting place and/or organising refreshments etc
* To deal with enquiries, either face-to-face, by telephone, or by email from parents, staff, pupils and other stake holders
* To register users attending school activities using the school’s computerised data base (Bromcom)
* To answer all telephone calls in a courteous and timely way, including redirecting calls efficiently and passing on messages via email
* In the event of an emergency evacuation, to follow all procedures laid out in the evacuation plan and assist the school in clearing the building
* To undertake a range of admin duties including word processing, input data onto Bromcom, photocopying, filing, collation and distribution of documents, processing of correspondence and general clerical duties
* Contribute to and assist the team to meet deadlines and targets
* To assist with recording pupil attendance on Bromcom
* Any other duties as required by the School Office Manager in line with grading of the post