



The Cambridge Primary School

Queens Avenue • Wellesley • Aldershot • Hampshire • GU11 4AA

Email: info@cambridgeschool.hants.sch.uk • Tel: 01252 314884

www.cambridgeschool.hants.sch.uk



Job Description

Job Title;	Admin Assistant
Contract;	15 hours per week. (13.00-16.00 Mon – Fri) 39 weeks per year (term time only + inset days)
Pay;	PS4 £25,052 - £26,825 FTE (Pro-rata £8,980 - £9,615)
Responsible to;	School Business Manager
Liaises with;	Headteacher / Head of School & Office Team

JOB PURPOSE

To provide general administrative duties to support the overall running of the school and the leadership team.

Main Responsibilities

- Efficient handling of telephone calls and dealing with incoming enquiries.
- Work with the office team to manage the info@ inbox
- To be a qualified first-aider and support with first aid when needed.
- Receipting goods/deliveries
- Safeguarding of pupils including strict management of welcoming and processing visitors to the school
- Contribute to the overall ethos/work/aims of the school.
- Message running within school to support staff, parents and pupils
- Attend and participate in regular meetings when appropriate.
- Have excellent knowledge of all school office procedures to carry out all administrative duties in a timely and efficient manner ensuring deadlines are met within the school office in order to maintain the efficient running of the school
- The ability to work under pressure, including maintaining a positive attitude, in a demanding and busy environment.
- To be well organised and to become experienced in all aspects of administration and capable of working on your own initiative.
- Monitoring and prioritising work in an effective and efficient manner
- Flexible and supportive with the ability to work as a team member of the administrative team.
- Handle difficult situations and issues with sensitivity and calm ensuring you are always aware of the safeguarding of our pupils, data protection issues and the need for strict confidentiality at all times.



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Other Duties

- To undertake any duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post.
- Be prepared to undertake professional development and training including whole school training days (if required).
- Be aware of and comply with policies and procedures relating to Safeguarding, Health & Safety, Security, Confidentiality and strictly adhere to Data Protection regulations, reporting all concerns to an appropriate person/line manager.
- Able to take initiative and show maturity, tact and discretion bearing in mind the confidential or sensitive nature of the work undertaken
- Any other duties commensurate with the role as directed by the Head Teacher/Head of School and School Business Manager.

We offer a positive and thriving school environment, a great team of staff and a commitment to continuing professional development

PERSON SPECIFICATION

Employees will need to demonstrate the following requirements in order to perform each of the main activities of the job safely and effectively:

SKILLS/KNOWLEDGE

- Excellent communication and interpersonal skills in order to communicate effectively and sympathetically with staff students and members of the public
- Excellent organisational and time management skills
- Ability to develop good working relationships
- Excellent written and oral communication skills, with a high level of accuracy and attention to detail
- Excellent information management skills and proficient user of ICT packages
- Use of relevant equipment/resources
- Good keyboard skills
- Capacity to manage and prioritise a high workload, often working to tight deadlines
- Ability to relate well to children and adults
- Work constructively as part of a team, understand school policies and procedures and own position within these
- Ability to identify own training and development needs and cooperate with means to address these · Willingness to participate in first aid training
- Experience Microsoft Excel and Word is essential

EXPERIENCE

- Previous experience working in an administrative support role in a school office – preferable
- Previous experience working in an administrative role in a busy office – essential



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- Experience of successfully operating systems / processes and working to deadlines

ATTRIBUTES

- Competent, conscientious and motivated with a methodical approach to work
- Adaptable and flexible, with the ability to learn new skills quickly
- Ability to organise and prioritise work effectively
- Customer focused with an enthusiastic, friendly, empathetic and helpful attitude
- Able to quality assure own work
- Able to handle confidential information, and work with complete professionalism at all times
- Team player willing to support colleagues, share ideas, and add to the overall capabilities of the team
- Capacity for independent working and using initiative as well as the ability to contribute as an active member of the team and the school