

Job Title: Admin Support

Reports to: Assistant Principal

Grade: Level 1, Scale 2, point 12

Hours: 15 per week, term time only

JOB DESCRIPTION

Admin Support

- To provide administrative support in order to facilitate outstanding teaching and learning i.e. reprographics work as requested including photocopying, stapling, binding and laminating etc.
- Carry out word processing, mail merging, inputting of data and other basic computer use, e.g. Microsoft spreadsheets & word programs.
- Maintain paper and other stock, ordering as required. Seek competitive quotes to ensure value for money on orders.
- Arrange the servicing and repair of equipment as required.
- Share the responsibility for daily Reception lunch cover and extra reception cover as and when the need arises.
- Cover Library staffing as and when the need arises.
- The capacity to work additional or alternative hours when required would be welcomed.
- To provide administrative support for school events.
- To provide 'whole school', department and individual teacher administrative support.
- Other duties as required by the Principal / Line-manager.