



Highlands School Job Description

Apprentice Admin Assistant

TITLE AND GRADE OF POST

Apprentice Administrative Assistant

Hours 36 p/w x 39 weeks per year

CONTRACT TERMS AND DUTIES

National and Local Terms and Conditions of Service applicable to Administrative, Professional, Technical and Clerical Services. The postholder is employed for 36 hours per week, 39 weeks per annum, term time.

ACCOUNTABLE TO

Deputy School Manager

KEY ACCOUNTABILITIES

Assist with distribution of incoming and outgoing post
Data inputting
Assisting with sending orders and filing
General admin support, as directed by Deputy School Manager

SPECIFIC TASKS

ASSIST WITH INCOMING / OUTGOING POST

Sort and distribute incoming post
Collate and frank outgoing post

GENERAL ADMIN SUPPORT

General Admin support including preparing photocopying, preparing labels and envelopes

DATA INPUT

Using Sims / Pars, Word and Excel.

ORDER AND FILING

Sending off purchase orders, as and when required

GENERAL OFFICE DUTIES

Answering the telephone, filing and assisting with shredding and archiving of papers

Review Arrangements

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

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All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment.