



George Heriot's School

Founded 1628

Job Description

Job Title:	Administrative Assistant
Responsible to:	Office Manager
Hours of Work:	37 per week, Monday to Friday

Summary:

The Administrative Assistant works as part of a small office team which is situated within the main school office, at the heart of the school campus. This is a busy and varied position covering a range of administrative activities and dealing extensively with people both in person and on the telephone.

Key Duties and Responsibilities:

Responsible to the Office Manager, the main duties of the Administrative Assistant will include but not limited to:

- Working alongside Receptionist to answer the switch board; handling general calls and enquiries and taking messages where appropriate
- Dealing with enquiries from staff, pupils, parents, prospective parents and visitors to the School via the telephone and in person
- Assisting with the daily pupil registration process
- Reception cover and enquiries mailbox cover during absence
- Process any communications to and from the school office, both postal and electronic through the “School Post” system.
- Collation, preparation and distribution of school documents for circulation to parents, staff and pupils on a regular basis
- Action any authorised absences received into the office and provide pupil medicals to staff
- Collation, preparation, and distribution of termly important dates via SOCS system alongside Calendar Committee
- Assist with resource booking system for all staff via School Cloud and assist with resolving any clashes

- Deal with any merchandising orders via merchandise inbox by processing and posting orders
- Assist with administration of whole school coach booking system
- Ordering of stationery for school office and keeping minimum stock levels in stationery cupboard
- Daily reporting of any senior school lates and or absences not confirmed in writing for whole school
- Assist with administrative support for school activities throughout year and during activities week
- Reprographics - assisting as necessary with photocopying, duplicating, collating, booklet making, laminating etc.
- General office duties such as opening, distributing and franking mail, photocopying, filing, typing etc.
- Provide support function for other departments as part of wider school administrative support as and when required

Skills and Attributes Required:

Previous experience of working in a busy office environment in an administrative/ receptionist position (specific experience of working in a school or educational establishment is not necessary but would be advantageous)

- Excellent written and verbal communication skills and the proven ability to communicate effectively with a wide variety of people
- Fully conversant in MS Office Suite in particular - word, excel and outlook (the School is currently using Office 2010)
- Previous experience of using in-house database systems
- Previous experience in Minute taking
- Excellent organisational and time management skills
- Ability to work individually and as part of a team
- Proven ability to multitask
- Proven ability to work effectively under pressure and meet defined deadlines
- Professional, friendly and flexible approach to work with a good sense of humour and proactive in upholding the Heriot's Ethos.

Additional Information

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. As such, the successful candidate will be required to gain membership of the PVG Scheme.

George Heriot's School is governed by George Heriot's Trust, Scottish Charity number

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