

Beis Yaakov Jewish High School Academy

Job Description:

Administrative Assistant

Accountable to: The Head Teacher's PA, The Office Manager
(All staff are required to work under the overall direction of the Executive Principal and Head-Teacher with delegated responsibilities).

Performance Management: The post-holder will be subject to the Academy's annual Performance Review process. A pay review will be part of this process.

You are required to carry out the duties of a member of Beis Yaakov education support staff according to the ethos, policies and guidelines laid down by the school.

The Post:

The post demands excellent inter-personal skills from a highly organised and efficient individual able to cope with multi-tasking. The Administrative Assistant will be based in the main school office

The particular duties of the post are :

- To receive the mail daily, sorting and distributing all internal & external mail and organising outgoing mail, liaising with the Finance Assistant regarding the regular restocking of postage stamps and keeping the Post Book accurately on a daily basis.
- To maintain the main office & senior leadership team stationery store, keeping a record of purchases and stock used and re-ordering on a regular basis, consulting staff as to their requirements in liaison with the Head-Teacher PA and Office Manager.
- To maintain the main office filing system, keeping records and copies of documents in an efficient manner
- To record correctly and store appropriately all lost student property, returning items promptly in accordance with Academy policy and in liaison with the form teachers
- To support the Heads of Faculty and senior staff in producing correspondence
- To run the reprographics machines in liaison with the Office Manager
- To support the Reception Manager at busy periods and to answer the phone promptly, keeping records of calls and taking messages as required
- To organise hospitality for visitors and for meetings in consultation with the Head-Teacher's PA
- To undertake other general clerical, filing and typing as required by the Head-Teacher's PA within the Main Office
- To undertake other related duties which the SLT may require within a reasonable workload.

Status of this Job Description:

This Job Description is provided as guidance regarding the Academy's professional expectations of you in accordance with your contract of employment.

This Job Description is not your contract of employment and cannot in anyway remove your statutory rights.

This job description will be reviewed at least annually as part of the Appraisal process.