



# East Haddon CEVC Primary School

Headteacher Mrs Claire Truslove MEd

Church Lane,  
East Haddon,  
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Northants.  
NN6 8DB  
Phone 01604 770462



'Love each other as I have loved you' John 15:12

## JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT

East Haddon CEVC Primary is a small village school, providing a relaxed and friendly atmosphere. Our aim is for all our children to become independent and responsible young people. This is achieved in a caring and stimulating environment, through a wide range of carefully balanced learning opportunities. We want our children to achieve the highest possible standards and realise their potential. The Administrative Assistant will support the team by providing a full range of office support, including but not limited to the following:

- Support the ethos of our Church of England School;
- Fully comply with the safeguarding procedures of the school;
- Undertake reception duties – greeting children, parents and other visitors with courtesy, answering telephone calls, signing in visitors and ensuring that appropriate safeguarding information is received and relayed;
- To support the organisation of school trips through organising transport and dealing with venues;
- Work under the supervision of the Headteacher and Bursar to undertake clerical and administrative tasks;
- Interact in a professional and friendly manner with colleagues, parents, children, visitors and Governors;
- Use ICT to produce documents using appropriate software to meet the needs of the school team;
- With training, keep the school website up to date with relevant documents and information;
- Where necessary, set up and operate filing and retrieval documentation and other resources for the school to support efficient record management and compliance with data protection requirements;
- Maintain manual and computerised records and management systems within agreed service standards to support efficient school management;
- Provide clerical and administrative support including typing, photocopying, filing;
- Handle any queries and receive enquires from school staff, pupils, parents and members of the public, referring detailed issues to more experienced colleagues so that all requests are dealt with efficiently and within agreed standards;
- To monitor, coordinate and distribute stock of office supplies to minimise waste and maintain the effective operation of the school;
- Assist with the orderly and secure storage of supplies to ensure a safe working environment.

