



Administrative Assistant

Job number G.0384

Grade C

Brief Purpose of Job

Reports to Senior Admin Assistant or Office Manager or Team Leader/Bursar/Business Manager/Headteacher.

Duties will include some or all of the following:

- Provide comprehensive general administration support.
- Maintain financial records and provide basic financial information. May handle process and account for small amounts of cash, process orders, delivery notes etc.
- Undertake reception duties, providing the first line of contact with the community, taking payments and other routine administrative duties.

Would not be responsible for the management of others, but may allocate routine tasks to others on a day to day basis. Would generally work within laid down procedures, dealing with day to day problems, providing some basic advice and guidance internally and externally (i.e. reception). Decisions will be made from a range of established alternatives. No innovative thinking required.

Can determine own priorities in order to achieve deadlines, but will seek guidance to resolve conflicting priorities and if assistance is needed with juggling demands. Needs a good standard of practical knowledge to be able to operate the procedures and provide advice and guidance in a confident and authoritative manner.