

ST JOHN PLESSINGTON CATHOLIC COLLEGE

ADMINISTRATIVE ASSISTANT

Responsible to: OFFICE MANAGER

1. To support the Catholic Ethos of the school.

Key Purpose of Post

To assist the Office Manager in the administration, organisation and smooth running of office administration.

Description of Duties

To assist in day to day administration of;

1. General office duties including;
 - Cover of switchboard
 - Cover of reception
 - General typing and administration
 - To assist in day to day duties in the School Office
 - To maintain filing
 - The collection of money from staff and pupils
 - The collection of appropriate paperwork
 - The capture of data and production of accurate information in the form of spreadsheets
 - To follow set guidelines and procedures
2. To carry out other duties commensurate with the grading of the post as may be decided by the Head Teacher.