

Wellington School Job Description



Job Title	School Administration Assistant
Job Purpose	To provide an efficient, professional service to all staff, pupils, parents and school visitors. A varied role with diverse duties supporting across the full range of school activities.
Reports To	Office Manager
Key Working Relationships	All teaching and non teaching staff, parents and pupils. External suppliers and visitors.
Salary / Grade	£18,400 to £19,500 adjusted pro rata for Term Time working indicative rate £10.15 to £10.71 per hour.
Working Hours / Pattern	Term Time Contract (38 weeks + 5.6 holiday weeks) 2 years fixed term appointment

Responsibilities

- School switchboard and office reception duties.
- School administration, word processing, meeting minutes, Microsoft 365 applications, including correspondence, forms and surveys when required.
- To operate school MI and IT systems as they relate to the role.
- To undertake a daily reconciliation of pupil attendance and on line registers. Following up unaccounted pupils where necessary.
- Reprographics, printing, laminating and photocopying of school material and publications.
- Provide administrative support to designated subject departments. Specifically, but not limited to, the PE department in the first instance.
- Provide administrative support for external and internal examinations and assessments
- Maintain booking diaries for school transport, venues and accommodation.
- Update the school events calendar.
- Provide administrative and organisational support to school events as reasonably required.
- Ordering supplies and dealing with suppliers. Following internal ordering and purchasing guidelines.
- Maintain standard operating procedures updating when necessary.
- Provide a qualified First Aid service (training will be given)
- Undertake any other reasonable duties that support the school administration function.

Skills, Knowledge and Experience

Applicants should be able to demonstrate knowledge of, and experience in, the following areas:

- Previous experience of providing administrative support in a client facing role, or within an education setting.
- Use of Microsoft Office 365 applications in a workplace setting.
- Use of printers, copiers and scanners
- Good planning and organisation skills.
- Communication skills in a variety of settings.
- Developing and maintaining relationships with external suppliers.
- Applicants should possess a good level of general education with preference given to those with relevant further education.

Attitude and Habits / Approach to Work

The school administration function is an important part of making sure that the school operates efficiently and meets the expectations of teaching staff, pupils and parents. The successful candidate should be able to:

- Demonstrate an excellent approach to customer service that meets the expectations of an independent school.
- Bring a high level of accuracy and attention to detail to their work.
- Be able to demonstrate a multi tasking approach to work and an ability to prioritise tasks and meet deadlines.
- Be a fast learner and comfortable with change.

How to Apply

Applicants should send the completed application form and a covering letter via email to vacancies@wellingtonschool.org. Closing date for receipt of applications is Friday 3rd February.

All appointments at Wellington School are subject to clearance through the Disclosure Scotland Protecting Vulnerable Groups Scheme.

Interviews are scheduled for 16th February with a proposed start date of Monday 20th March.