



Administrative Assistant

Location	Grove Academy
Responsible to	Academy Business Manager
Salary	Level 3 SCP 3 – 4 £20,812 - £21,189 <i>(actual salary £18,875 – £19,208)</i>
Hours of work	37.5 hours per week Term time only (39 weeks)
Contract type	Permanent

Job Purpose

To provide administrative and organisational services to the Academy under the management and guidance of senior staff.

Key Duties / Responsibilities

- To act as first point of contact for visitors to the school and those making contact by telephone.
- To ensure that all visitors are signed in and issued with a Visitor's Pass.
- To receive, sign for, sort and distribute post coming into the school.
- To ensure all telephone messages are recorded and to pass messages to the appropriate person.
- To attend to enquiries from pupils and staff.
- Accepting deliveries of equipment and materials.
- To carry out typing duties as allocated.
- Any other duties which are commensurate with the grading of the post.