# George Mitchell School

# Administrator

# Job Description

### Job Title: Administrator

Reporting to: Secondary Office Manager

Grade: Scale 3, Point 5 – 6 (£19,402 - £19,753)

Contract: 36 hours per week, 45.6 weeks (Term-time only

**General**

The post holder will be responsible for administrative duties whilst working alongside other school staff.

### Job Purpose

The post holder will be responsible to the School Business Manager and the Headteacher of the school for the following:

**Main Activities:**

* Provide administrative support across the school to include production of letters, reports and other documents utilising MS Office Software package.

# Sourcing & ordering of stock and ensuring stock is adequately stored and recorded

# Maintenance of printers on both sites

# Photocopying

# Answer phone calls, record and pass on messages as required

# General administrative tasks required in main school office

*The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the Headteacher /Business Manager within the grading level of the post and the competence of the post holder.*

Post holder’s signature: ……………………………………………………………………………………………..

Headteacher’s signature: …………………………………………………………………………………………..

Date of issue: 15th October 2020