



Admin Officer – King's Academy College Park

Person Specification

Job Summary: An Admin Officer plays a crucial role in supporting the efficient operation of King's Academy College Park. Working as a part of the administrative team and reporting to the Office Manager, the Admin Officer will be responsible for overseeing various administrative tasks, ensuring compliance with school policies, and contributing to the overall smooth functioning of the school.

Key Responsibilities:

Front Desk Management

- Greet visitors, parents and staff with a friendly and welcoming demeanour.
- Answer incoming phone calls and direct them to the appropriate staff members or take concise messages to pass on.
- Maintain a neat and organised reception area.

Visitor Assistance

- Assist visitors with enquiries, provide information and inform the relevant staff members.
- Ensure the safety and security of the school by following visitor sign-in procedures.

Administrative Support

- Assist with administrative tasks such as filing, photocopying and data entry.
- Administration of some important key school events.
- Daily administrative duties for Kid's Club and school lunches.

Appointment Scheduling

- Schedule appointments and meetings for staff members and assist with calendar management.
- Notify staff of visitor arrivals and appointments.

Communication Skills

- Possess excellent verbal and written communication skills.
- Handle enquiries and requests professionally and promptly.

Technology Proficiency

- Be proficient in using office equipment, including multi-line phones and computer systems.
- Adapt quickly to school-specific software systems.

Qualifications

- Previous office or admin experience is preferred.
- A First Aid certification would be an advantage.

Skills and Abilities

- Exceptional interpersonal and customer service skills.
- Strong organisational and time management skills.
- Attention to detail and accuracy in tasks.
- Ability to remain calm and composed in fast-paced situations.
- Professional appearance and demeanour.

Personal Attributes

- Polite, courteous, and respectful.
- Reliable, punctual, and able to maintain a professional appearance.
- A commitment to upholding the school's values and creating a positive first impression for visitors.