

Job Description: Kyra Clerical Assistant

Location	Kyra Teaching School, Priory Pembroke Academy
Contract term	Permanent
Full time / term time	Term time only
Pay range	G2 (3-6)
Reporting to	Head of Operations

Core purpose of the role

To provide secretarial and administrative support for the core function of the teaching school.

Key responsibilities

- To provide routine secretarial and administrative support, including telephone messages, email and post, word processing and reprographic work.
- To provide administration of in-house and external events for the Teaching School, including associated publicity and marketing, processing bookings for events, communicating with participants and schools, processing feedback, and booking rooms and conference facilities;
- To assist in the compilation of reports and records as may be required;
- To maintain office systems, including data management and filing;
- To meet and greet visitors at all levels of seniority on behalf of the Teaching School at meetings and events;
- To ensure catering and hospitality run smoothly across all Teaching School events;
- To provide administration support for tasks related to the Teaching School financial function;
- Any other responsibilities deemed necessary by the Head of the Teaching School or Head of Operations.

The Postholder's duties must be carried out in compliance with the school's policies and procedures including child protection and safeguarding procedures.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.