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| **Job Description** | | | | | |
| **Role Title** | | **Typically reports to** | | | |
| Administrative Assistant | | Headteacher or designated member of staff | | | |
| **JE Code** | | **Grade** | **Date of profile** | | |
| AT1 | | 5 | 3rd October 2021 | | |
| **Purpose of the role (job statement)** | | | | | |
| Under the direction/instruction of senior staff: provide routine general clerical, administrative, financial support to the school. | | | | | |
| **Main Duties:-** | | | | | |
| |  | | --- | |  | | * To undertake reception duties, answering general telephone, face to face enquiries and signing in visitors * Dealing with queries from parents and others * Assist with arrangements for visits by school nurse, photographer etc. * Assist in arrangements for school trips, events etc. * Provide general clerical/administrative support e g photocopying, filing, faxing, complete standard forms, respond to routine correspondence * Maintain manual and computerised records/management information systems in line with GDPR * Produce lists/information/data, as required e g pupils’ data e.g. statutory returns * Undertake typing including preparing school newsletters and letters to parents * Prepare spreadsheets and presentation slides as required * Take notes at meetings and provide PA support to the Headteacher as required including preparing for Governing Body and other meetings * Sort and distribute mail and outgoing post * Maintain pupil registers and manage absence in line with school procedures * Monitor pupil absence in line with school procedures * Manage cash received for school trips using School Gateway, helping parents access School Gateway * Assist with administration of school lettings and other uses of school premises * Maintain stock and supplies, cataloguing and distributing, as required * Undertake general financial administration such as processing orders, collecting money and undertaking basic book keeping such as petty cash * Undertake research to ensure the school gets best value from suppliers and contractors * Review and manage school policies in line with school processes * Provide general advice and guidance to staff, pupils and others | |  | |  | |  |  |  | | --- | |  | | | | | | |
| **Responsibilities:-** | | | | | |
| * be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person * be aware of and support difference and ensure equal opportunities for all * contribute to the overall ethos/work/aims of the school * appreciate and support the role of other professionals * attend and participate in relevant meetings, as required * participate in training and other learning activities and performance development, as required * recognize own strengths and areas of expertise and use these to advise and support others | | | | | |
| **Person Specification – Administrative Technical 1 AT1** | | | | | |
| **Area** | **Criteria**  **Requirement - E = Essential - D= Desirable**  **Assessment by Application =A Interview process = I** | | | **R** | **A** |
| **Skills**  **Knowledge**  **Aptitudes** | * Full working knowledge of ICT (ideally Office 365) and other specialist equipment/resources * Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation * Ability to relate well to children and adults * Ability to manage own time and deal with changing priorities * Work constructively as part of a team: understanding school roles and responsibilities and your own position within these * Ability to provide some PA support to the Headteacher * Ability to self-evaluate learning needs and actively seek learning opportunities | | | E  D  E  E  E  D  D | A  A I  A I  A I  A I  AI  AI |
| **Qualifications and Training** | * Current NVQ level 3 in Business Administration or equivalent or demonstrable experience * GCSE Grade C or above in English and Maths or equivalent and demonstrable experience in relevant discipline/job role | | | E  E | A  A |
| **Experience** | * Experience of development, management and operation of administrative systems * Experience of working in a busy, public facing, office environment | | | D  D | A I  AI |
| **Disposition** | * Good communication skills at all levels * Flexible approach to the job dependent on the needs of the school | | | E  E | A I  AI |
| **Conditions of Service** | | | | | |
| National Joint Council | | | | | |

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| **Signature of post holder** |  | **Date** | **/ /** |
| **Signature of headteacher** |  | **Date** | **/ /** |

**This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.This document must not be altered once it has been signed but will be reviewed annually. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.