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**GGL Federation**

**Greenside, Griffin & Lena Gardens**

Griffin - Role Profile & Person Specification – Administrative Assistant

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| **Title:** | Administrative Assistant  (Griffin) | **Grade:** |  Scale 4/5 (18-25) - £21,545 - £26,658 (pro rata) depending on experience |
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|  |  | **Location:** | Griffin School |
| **Working Pattern** | Full-time |

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| **Role reports to:** | Federation Senior Administrator |
| **Direct Reports:** |  Federation Operations Manager |
| **Indirect Reports:** | Head of School and Executive Head |
| *This role profile is non-contractual and provided for guidance.**It will be updated and amended from time to time in accordance with the changing needs of the federation.**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**The responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.* |

 Main purposes of the job

* Under the instruction of senior staff, provide routine general, clerical, administrative and financial support to the school to support student progress and learning.
* To be responsible for promoting and safeguarding the welfare of students and young people within the school
* To be the 1st point of contact for Griffin and to be the positive, welcoming ‘face of the school’.

Main responsibilities and tasks

### Organisation

1. To undertake reception duties, answering routine telephone, face-to-face enquiries and signing in visitors.
2. To assist with student first aid and welfare, liaising with parents/ carers, staff etc.
3. Assist with arrangement for visits by school nurse, photographer etc.

### Administration

1. Provide routine clerical support e.g. photocopying, filing, faxing, e-mailing, complete routine forms.
2. Maintain records/ management information systems, using Scholarpack.
3. Undertake typing, word processing and other ICT based tasks.
4. To be responsible for attendance registers and lateness.
5. Sort and distribute mail.
6. Undertake routine administration e.g. school meals register.
7. To support with Data input and analysis.
8. To support with admissions – keeping information up to date – liaising with LA and families.

### Responsibilities

1. Be aware of and comply with polices and procedures relating to Safeguarding, child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. To adhere to school health and safety policy including risk assessment and safety systems.
3. To adhere to school policy on equality and diversity.
4. To contribute to the overall ethos and aims of the school.
5. To appreciate and support the roles of other professionals.
6. Participate in training opportunities and professional development as required.
7. Undertake similar clerical duties commensurate with the level of the post as required by the Head of School and/ or Executive Head

**Person specification**

**Essential Requirements**

***Education and Experience***

1. Experience of general clerical /administrative work.
2. Good level of English & Maths skills.

***Knowledge, Skills and Abilities***

1. Appropriate knowledge of first aid.
2. Ability to use relevant technology
3. Appropriate level of ICT skills.
4. Ability to participate in development and CPD opportunities.
5. Ability to relate well to students and adults.
6. Ability to work constructively as a team, understanding school roles and responsibilities and the post holder’s position within these.

# Signed:

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| **Employee:** |  | **Line Manager:** |  |
| **Print Name** |  | **Print Name** |  |
| **Date** |  | **Date** |  |

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