

# Clacton County High School



## Job Outline

### **Administrative Assistant**

<b>Line Manager:</b>	<b>Data Manager</b>
<b>Responsible to:</b>	<b>Principal</b>
<b>Salary Grade:</b>	<b>Band 2</b>
<b>Full/Part time:</b>	<b>37 hours per week, for 39 weeks per year</b>

#### **Job Purpose**

To provide general administrative support to ensure an efficient and effective school based administrative service is provided to all stakeholders, including, but not limited to, administration in relation to student information, data collection, financial administration and facilitating the smooth transfer of data between the school and the Sigma Trust's central teams.

#### **Key Responsibilities**

- To receive and deal with enquiries from staff, students suppliers both over the telephone and in person.
- To undertake administrative duties relating to the accurate management of student records including administration of starters and leavers, accurate data for submission of the Student Census returns and any student headcounts.
- To input and ensure the accuracy of data onto the schools computer systems.
- To effectively use desktop publishing and word-processing/ typing facilities to ensure the production of reports and documents, as required.
- To operate and maintain appropriate databases and spreadsheets.
- To assist staff in arranging visits and organisation of hospitality.
- To undertake administrative duties arising from the ordering of goods e.g. accept and sign for deliveries; organise for distribution to the relevant department; support with recording the Goods Received Note on the accounting system.
- To support with the administration of petty cash: recording on to the accounting system; preparing payments for approval; and reconciliation.
- To collate staff expenses for appropriate approval and central payment.
- To receive and record income received at the school: input on to the accounting system and preparing it for collection.
- To support with administration of the school's online payment service and to field questions from all stakeholders.

#### **General Responsibilities**

- To understand and apply school policies in relation to health, safety and welfare
- Attend relevant training and take responsibility for own development
- Attend relevant school meetings as required
- To respect confidentiality at all times

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

The Local Governing Body and the Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The Administrative Assistant will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Trust and will be reviewed annually.

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## Person Specification

### Administrative Assistant

Qualifications & Experience	Essential	Desirable
Experience of administrative work in a busy office environment.	✓	
Good working knowledge of office equipment, e.g. photocopier and telephones.		✓
Good working knowledge of computer software i.e. MS Office and SIMS.		✓
Good literacy skills and numeracy skills	✓	
Experience of working in a setting with young and vulnerable adults		✓
Skills & Knowledge	Essential	Desirable
Good time management, organisational and administrative skills	✓	
Good communication skills, including high standards of written communication, grammar and spelling	✓	
Strong IT skills and knowledge of using different software packages	✓	
Ability to work with tact and diplomacy and maintain confidentiality	✓	
Ability to work under pressure to prioritise and meet deadlines	✓	
Initiative and ability to work without direct supervision, taking responsibility for tasks, prioritising and scheduling your own work		✓
Willingness to develop professionally, maintain up to date knowledge relevant to the role and attend courses as required	✓	
Personal	Essential	Desirable
High expectations of self and others	✓	
The ability to work to tight deadlines and under pressure	✓	
A team player who is willing to go beyond their own responsibilities to help others at busy times	✓	
Ability to remain calm under pressure and be approachable	✓	
Ability to ensure confidentiality	✓	
Resilience and determination coupled with the ability to support and show empathy	✓	
Self-motivated and able to take the initiative	✓	