Job Description & Person Specification

Administrative Assistant

Cheadle Hulme

Administrative Assistant

Grade: Scale 3 (SCP 14-17) Subject to JE
Location: Cheadle Hulme High School

POST REPORTS TO: Office Manager

POST RESPONSIBLE FOR: N/A

MAIN PURPOSE OF THE JOB:

- To provide high quality, efficient and comprehensive administrative support to the Humanities and Languages Departments

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:
KEY AREAS

Main Duties – Administration

- To provide confidential administrative support to the allocated departments including the preparation of documents and reports using Word, Excel and PowerPoint
- To provide administrative support for the allocated departments for all trips and visits (both UK and overseas), including liaison with parents/carers, organising transport and tracking payments.
- To be responsible for all correspondence sent to parents/carers, including email communication
- To maintain student records, information files and the school role
- To be responsible for keeping accurate attendance and absence records and produce SIMS reports as requested
- To make appointments, arrange meetings, book meeting rooms and transport as requested
- To raise purchase orders on the finance system when required, and sort and organise stock when received
- To maintain an efficient filing system – both manually and electronically
- To input/extract information to and from computer databases including the SIMS system
- To distribute departmental post
- Photocopying and use of printing and scanning equipment
- To arrange refreshments using the booking system
- To suggest improvements of operational procedures as necessary
- Provide cover for Reception and other absent colleagues when required

General

- To undertake such other duties related to the work of the whole school appropriate to the post, as may be assigned
- To attend relevant meeting and participate in training opportunities and performance development as required for the effective delivery of the role
- To work positively and inclusively with colleagues and stakeholders so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.
- To fulfill personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security.

September 2018

Person Specification

Attributes	Essential	Desirable	How identified
RELEVANT EXPERIENCE	• Administration experience • Sound knowledge and experience of PC based applications	• Experience of working in a school environment • Experience of working with confidential information	Application Form/ Interview/Task
EDUCATION AND TRAINING	• Sound educational background including GCSE Maths and English • Numerate/literate • Willingness to undertake further training	• Awareness of current issues in the Education	Application Form/ Interview/Task
SPECIAL KNOWLEDGE AND SKILLS	• Good practical skills in using Microsoft Office including Word, Excel and PowerPoint • Good communication skills (oral and written)	• First Aid at work certificate • Experience of SIMS	Application Form/ Interview/Task
ANY ADDITIONAL FACTORS	• Excellent time management, administration and organisation skills • Ability to work accurately to tight deadlines • Ability to remain calm under pressure • Ability to be flexible • Good team player/ability to accord with fellow workers • Ability to work on own initiative and prioritise effectively		Application Form/ Interview/Task

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment

Laurus Trust
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