

Job Description

Administrative Assistant



Committed to excellence

Job title:	Administrative Assistant
Grade:	NJC SCP 12-17 (£25,224 - £27,302). This salary is pro-rata for term time only and includes London weighting
Hours:	35 hours per week, term time only
Responsible to:	Office Manager or member of senior leadership team
Supervisory responsibility:	None

Main purposes of the job:

- Under the instruction/guidance of senior staff, provide general, clerical, administrative and financial support to the school
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

Main responsibilities and tasks:

Organisation

- To undertake reception duties, answering routine telephone, face-to-face enquiries and signing in visitors.
- To assist with pupil first aid and welfare, looking after sick pupils, liaising with parents, staff etc.
- Assist with arrangements for school trips, events etc.

Administration

- Provide general clerical/admin support e.g. photocopying, filing, faxing, complete standard forms, and respond to routine correspondence.
- Maintain manual and computerised records/ management information systems.
- Undertake typing, word processing and other ICT based tasks.
- Take notes at meetings.
- Sort and distribute mail.
- Undertake administrative procedures, for example keeping students individual health and care plans up to date, liaising with parents and staff in relation to these.

- Maintain and collate pupil reports.
- Undertake routine administration of school lettings and other use of school premises.

Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, internet).
- Maintain stocks and supplies, cataloguing and distributing as required.
- Operate uniform/snack or other shops within the school.
- Provide general advice and guidance to staff, pupils and others.
- Undertake general financial administration e.g. processing orders.

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To act as a reader and/or scribe for students during examinations as required.
- Be first aid trained and able to support with day to day first aid events as well as being the key contact for students with health conditions who need individual health and care plans.
- To adhere to school health and safety policy including risk assessment and safety systems.
- To act as a fire warden as required.
- To adhere to school policy on equality and diversity.
- To contribute to the overall ethos/aims of the school.
- To appreciate and support the roles of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training opportunities and professional development as required.
- Undertake similar clerical duties commensurate with the level of the post as required by the Head teacher.

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Person Specification

Essential Requirements

Education and Experience

- a) Experience of general clerical /administrative work.
- b) Experience of general financial work e.g. book keeping.
- c) Good level of literacy and numeracy skills.

Knowledge, Skills and Abilities

- d) Appropriate knowledge of first aid.
- e) Effective use of ICT packages good keyboard skills.
- f) Competent use of relevant administrative equipment/resources e.g. photocopier, fax and scanner.
- g) Knowledge of relevant policies/codes of practice.
- h) Ability to relate well to children and adults.
- i) Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these.
- j) Ability to identify own training and development needs and cooperate with means to address these.
- k) To be responsible for promoting and safeguarding the welfare of children and young people within the school.