

# Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

## Job details

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Job title: Admin Assistant

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Directorate: Old Hill Children Centre

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Reporting to: Business Manager/ Head of Centre

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Grade: Scale 4

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## Job description

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Purpose of the post:

- To be the first point of contact for the children's centre regarding a range of administrative and communication activities and to ensure delivery of a well organised and structured office
  - To provide administrative support for the Strategic Leadership Team.
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Main duties and responsibilities:

- Deal with front line enquiries from staff, children, parents and other agencies.
  - Ensure that visitors to the school are welcomed in a polite, friendly and professional manner.
  - Provide refreshments for visitors as appropriate.
  - Operate the phones, direct calls to all staff as appropriate and the taking and passing on of accurate messages.
  - Be the nominated officer responsible for the day-to-day operation of the registration system in terms of ensuring data is correctly inputted, the efficient retrieval of information and for the timely production of reports from the system.
  - Assist with timetables and organise cover as required.
  - Process tasks and extended services correspondence such as booking of rooms and visitors
  - Maintain the centre databases and recording systems relating to administration and personnel, ensuring that records are up to date, accurate, secure and they comply with the requirements of the data protection act. This will include the filing and updating of manually held systems and the input of data into the computer system.
  - Monitor and record staff attendance, reporting key findings to the School Business Manager
  - Order resources for staff and be responsible for stock control.
  - Process new applications and assist with pupil admissions. This will include the transfer of records and additional information about pupils, such as attendance, SEND, CP and medical history
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- Distribute post
- Maintain the room booking's system.
- Carry out word-processing, photocopying, filing
- Assist in extracurricular activities where needed
- Contribute to the overall ethos/work/aims of the school and Center
- Participate in training, other learning activities and performance development as required.
- Attend and participate in meetings as required.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

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General requirements:

- Take part in the school's performance management system.
  - Enhanced DBS Check.
  - Strong commitment to furthering equalities in both service delivery and employment practice.
  - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
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# Job Description and Person Specification

Job title:	Admin officer
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## Person Specification

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	Essential	Desirable
<b>Qualifications</b>		
1. NVQ level 2 or equivalent qualification or experience.	✓	
<b>Experience</b>		
2. Experience of clerical/administrative work.	✓	
3. Experience of using information technology in terms of using a computer, basic admin software (Word and Excel) and a willingness to learn the office systems and IT packages.	✓	
4. Experience of planning and managing tasks in a timely and effective manner and to work to specified deadlines.	✓	
5. Experience of school-based systems.		✓
<b>Knowledge</b>		
6. Knowledge of operating a variety of office equipment	✓	
7. To have an understanding of and a commitment to Equal Opportunities issues within the workplace.	✓	
8. To have an understanding and commitment to the school's and Children's Centre vision, policies and procedures	✓	
<b>Skills</b>		
9. Good ICT skills; working knowledge of Microsoft Windows applications including Word and Excel, ability to access web-based information.	✓	
10. Good word processing and keyboard skills.	✓	
11. Good interpersonal, organisational and communication skills.	✓	
12. Ability to relate well to children and adults.	✓	
13. Ability to communicate effectively both orally and in writing.	✓	
14. Ability to share work and to work as part of a team.	✓	

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Skills		
16. Ability to deal with people at a variety of levels with politeness, sensitivity, tact and understand the need to respect confidentiality.	✓	
17. Willingness to participate in development and training opportunities.	✓	
18. Ability and willingness to work in a flexible manner.	✓	