



Post Title	Administrative Assistant
School / Organisation	Avanti Grange School
Location	Avanti Grange, Bishops Stortford
Grade	Grade 2, £19,419 per annum (Actual £12,235 per annum 0.63006 FTE)
Hours	Part-time (28 hours per week)
Contract Type	Permanent
	Term Time only
Reports to	Principal
Preferred Start Date	September 2022

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

RESPONSIBILITIES OF THE JOB

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.
- 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 adhere to school health and safety policy including risk assessment and safety systems.
- 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 Principal.

RESPONSIBILITIES OF THE JOB

Criteria		Requirement	
		<i>Essential</i>	<i>Desirable</i>
1.	Experience of general clerical/administrative work.	X	
2.	Good level of literacy and numeracy skills.	X	
3.	Basic knowledge/understanding of basic financial tasks		X
4.	Evidence of the ability to communicate clearly and concisely both orally and in writing.	X	
5.	Appropriate knowledge of first aid	X	
6.	Effective use of ICT packages and keyboard skills.	X	
7.	Competent use of relevant administrative equipment/resources e.g. photocopier, laminator, scanner	X	
8.	Ability to work to a high degree of accuracy and pay attention to detail.	X	
9.	Ability to plan and manage their own time effectively and work prioritizing tasks in a time-efficient manner and keep to deadlines in a very busy environment.	X	
10.	Ability to relate well to children and adults.	X	
11.	Ability to work as part of a team, understanding school roles and responsibilities.	X	
12.	High degree of drive, resilience and enthusiasm	X	
13.	Promote and safeguard the welfare of children and young people within the school.	X	
14.	Awareness of Health and Safety requirements within a school setting.		X
15.	Commitment to professional development, learning and development	X	

FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - <https://avanti.org.uk/wp-content/uploads/2021/10/Child-Protection-and-Safeguarding-Policy-and-Procedure-July-2021.pdf>