

WITHERSLACK GROUP

Administrative Assistant Level 2– Job Description

Post Title: Administrative Assistant Level 2

RESPONSIBLE TO: Office Manager

OVERALL RESPONSIBILITIES

To assist in the effective and efficient running of the school office, and to contribute to the ethos of the school by developing and maintaining positive relationships with staff, pupils and visitors

SPECIFIC RESPONSIBILITIES

- Welcome visitors and deliveries, inform appropriate staff and ensure visitors sign in and out of school.
- Undertake receptionist duties - answer the telephone, respond to enquiries and pass appropriate messages/information to staff.
- Distribution of incoming and outgoing mail.
- Ensure filing, pupil records and databases are up to date.
- Review and Report typing, checking and issuing, ensuring timescales are met.
- Prepare files, print and issue Care and Education Plans
- Update, copy and bind school logs and booklets.
- Prepare booklets and documentation for home visits.
- Provide an efficient and accurate typing service.
- Photocopying and making sure all paper trays are replenished.
- Minute taking for departmental meetings and Annual Reviews.
- Archiving.
- Co-ordinate the distribution and ordering of consumables / stationery
- Respond flexibly to requests to undertake additional reasonable duties to meet the needs of the school.
- To observe a code of strictest confidentiality.
- To be aware of the Health and Safety implications of the role performed and adhere to any requirements of the Group/school Health and Safety Policy.
- To relate to colleagues, pupils and visitors in a positive and appropriate manner.
- To take part in relevant training

SAFEGUARDING

This post is subject to an Enhanced Disclosure check.

Witherslack Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the selection

process we will undertake checks to ensure that you do not pose of risk of harm to children and young people.

The post-holder will be expected to contribute to safeguarding children and young people and promoting their welfare of children in accordance with the agreed Child Protection Policy for the setting. Any issues or concerns are reported to their Designated Safeguarding Lead or any Deputy Safeguarding Lead. In the Children's homes, where the Designated Safeguarding Lead or the deputy Designated Safeguarding Lead is not available, and then it would be reported to the senior on duty.

REVIEW

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the establishment in relation to the post holder's professional responsibilities, duties and grading.

ACKNOWLEDGEMENT

Employee Signature.....

(Print Name) Date

Manager Signature.....

(Print Name) Date

Witherslack Group
Person Specification for the post of: Administrative Assistant Level 2

	Essential	Desirable
Education/qualifications/training	<ul style="list-style-type: none"> • At least GCSE Grade C or equivalent in English and Maths • A typing qualification of a minimum of 50wpm 	<ul style="list-style-type: none"> • Qualifications gained in secretarial or administrative subjects.
Experience	<ul style="list-style-type: none"> • Secretarial/administrative experience • Experience of liaising with outside agencies and other organisations • Experience of dealing with issues of a confidential nature 	<ul style="list-style-type: none"> • Experience of taking and writing up minutes
Special Knowledge	<ul style="list-style-type: none"> • Competent in the use of Microsoft Office packages e.g. Word, Excel and Email. • Ability to acquire new IT skills 	
Skills/disposition	<ul style="list-style-type: none"> • Excellent communication/telephone skills • Ability to plan, organise and prioritise workload • Ability to work on own initiative and as part of a team 	
Personal Qualities	<ul style="list-style-type: none"> • Professional, helpful and friendly attitude with diplomatic, confident and efficient manner 	<ul style="list-style-type: none"> • Sense of humour, resilience
Work Arrangements and availability	<ul style="list-style-type: none"> • Flexible approach to working hours 	<ul style="list-style-type: none"> • Car Driver with UK Licence