



## Administration Assistant Job Description

<b>Post</b>	<b>Administration Assistant</b>
<b>Grade</b>	<b>Grade 4 - 24 hours per week £14,745 - £15,531 pro rata (Term Time 195 day)</b>
<b>Start Date</b>	<b>Immediate - Temporary to 19th July 2019</b>
<b>Responsible to</b>	<b>Office Manager</b>

We are seeking to appoint a highly effective administrator to work on both our visitor and student receptions. The successful applicant will be highly motivated, have an ability to multi task and possess a good understanding of working in a professional environment. Under the instruction of senior staff you will provide routine general clerical, administrative and financial support to the school and stakeholders. The successful applicant will uphold our core standards of **pride, respect** and **achievement**.

Specifically, the successful candidate will:

- undertake reception duties, answering general telephone and face to face enquiries and processing visitors
- assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents and other staff
- provide general clerical/administrative support e g photocopying, filing, faxing, complete standard forms, respond to routine correspondence

Please provide a covering letter, along with your completed application form, in which you outline how your skills and experience meet the person specification (no more than one side of A4). Completed applications should be returned to Mrs T Preston, Burnside Business and Enterprise College, St. Peter's Road, Wallsend, NE28 7LQ or electronically to [t.preston@burnsidecollege.org.uk](mailto:t.preston@burnsidecollege.org.uk)

Burnside is committed to safeguarding and all offers of employment are subject to satisfactory enhanced DBS clearance.

**Closing date: 9am Friday 25th January 2019**

**Interviews: Week Commencing 28th January 2019**



## Administration Assistant Person Specification

Person Specification			
Area	Criteria Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I	R	A
<b>Skills Knowledge Aptitudes</b>	<ul style="list-style-type: none"> <li>• Good understanding and ability to use relevant technology e.g. computer equipment, computer software, printers and photocopiers</li> <li>• Keyboard/computer skills</li> <li>• Participate in development and training opportunities</li> <li>• Ability to relate well to children and adults</li> <li>• Work constructively as part of a team understanding school roles and responsibilities and your own position within these</li> <li>• Appropriate knowledge of first aid/willing to train for relevant qualification</li> </ul>	E  E E E E  E	A I  A I A I A I A I  A
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Current NVQ level 2 in English and Maths or equivalent or experience in relevant discipline/job role</li> </ul>	E	A
<b>Experience</b>	<ul style="list-style-type: none"> <li>• General clerical/administrative work</li> </ul>	E	A I
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Good communication skills at all levels</li> </ul>	E	A I