

JOB / PERSON SPECIFICATION:

Administrative Assistant

GRADE:

Grade 2

JOB PURPOSE:

To provide a high quality, confidential and timely service to students, staff and parents supporting the delivery of an effective administrative service by the school office team. To provide a high standard of customer care to everyone who makes contact with the team. To assist in the maintenance, development and the evaluation of administrative systems and procedures.

LINE MANAGEMENT:

Responsible to: Office Manager

Liaison with: All Staff
SENCO/Assistant SENCO
Learning Support Team
Administration Team
Senior Leadership Team
Students
Parents / Carers
External visitors

DUTIES & RESPONSIBILITIES:

- To provide a supportive, effective and efficient administrative support to the Special Education Needs Co-ordinator (SENCO) and school Learning Support Team. Such duties to include:
 - Assist in the day to day admin tasks of the department and tasks requested by the SENCO and learning support team.
 - Manage diaries and book appointments
 - Organise, store, maintain and update files/ systems
 - Assist with admin related to EHCP annual reviews
 - Communication with parents, external agencies, staff and pupils
 - Updating briefing with reminders from our department
- To provide a supportive, effective and efficient administrative support to a specific area or areas of school business. Such duties to include word-processing, letter production, data inputting, form completion, photocopying, mailing, report production, record management and liaison with relevant stakeholders. Areas of school business may include:
 - Parents Evenings, Open Evenings and other school events
 - Home-School communications relating to all aspects of school life (letters, text messages, emails)
 - Administrative support for educational visits and trips
 - Records management, including school databases and archiving, ensuring systems are up-to-date and accurate
 - Ensuring all aspects of student medical administration is carried out in line with office protocols



- Organise, plan and control workload and procedures.
- Interpret and advise on relevant procedures, regulations and directives within the scope of the job.
- To ensure data is managed effectively and proactively and in adherence with relevant legislation and policies
- To attend and contribute to appropriate internal meetings
- To prepare for and attend regular performance management sessions to monitor progress against agreed objectives for self
- To provide cross cover to other members of the team as and when required, often at short notice
- Undertake relevant training when appropriate
- Promoting and safeguarding the welfare of young people that you come into contact with
- To ensure all tasks are carried out with due regard to Health and Safety
- To promote the agreed vision and aims of the school and The Arthur Terry Learning Partnership
- To set an example of integrity and professionalism
- Attendance at staff meetings, CPD sessions and training days
- To be an effective team player
- To support the wider administration function in school
- Other ad hoc duties as required to support the needs of the school

The duties and responsibilities of the post could vary from time to time as a result of new legislation, changes in technology, policies, or school needs.

SUPERVISION RECEIVED

Supervising Officer Job Title: Office Manager

Level of supervision: Left to work within established guidelines subject to scrutiny by supervision

PERSON SPECIFICATION

A.F. = Application Form; I = Interview; T = Test or Exercise;

CRITERIA		M.O.A.
EXPERIENCE (Relevant work and other experience)	Experience of working in a school or college environment or equivalent experience Administrative experience Experience of using Bromcom Experience of working to strict deadlines Understanding of the principles of safeguarding young people	AF/I AF/I AF/I AF/I AF/I AF/I
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	Ability to work accurately with an eye for detail is key Excellent organisational skills Excellent communication skills Excellent I.T. skills Ability to remain calm under pressure and organise time effectively Ability to adapt to changing demands and conditions Ability to develop and maintain efficient record keeping systems Ability to communicate with a range of audiences including colleagues and other stakeholders Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date	AF/I/T AF/I AF/I/T AF/I AF/I AF/I AF/I AF/I AF/I
TRAINING	Willingness to participate in further training and development opportunities offered by the school/Partnership	AF/I
EDUCATION/QUALIFICATION	GCSE or equivalent in maths and English NVQ or equivalent in business administration or similar and relevant experience Working towards administrative qualification	AF/I AF/I AF/I
OTHER	Ability to demonstrate commitment to Equal Opportunities	AF/I
CONTRA INDICATION	Positive Disclosure relating to young people or vulnerable adults	AF/I