| **Job Description** | | |
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| **Role Title** | **Typically reports to** | |
| Administrative Assistant | Headteacher or designated member of staff | |
| **JE Code** | **Grade** | **Date of profile** |
|  | 4 | 01/05/2024 |
| **Purpose of the role (job statement)** | | |
| Under the direction/instruction of senior staff: provide routine general clerical, administrative, financial support to the school. | | |
| **Main Duties:- The following list is typical of the duties that the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.** | | |
| | * Keep records in accordance with the school’s record retention schedule and data protection law, ensuring information security and confidentiality at all times | | --- | | * To provide general clerical and administrative support, including maintaining records, organising meetings, making room and travel bookings, responding to and answering enquiries, maintaining office systems, maintaining diaries and the school calendar | | * Responding to and answering queries from parents, external providers and other stakeholders | | * Undertake the management of manual and computerised record and information systems | | * Undertake word and data processing and complex IT based tasks * Ensure that office equipment, stationery and other office consumables (including basic maintenance of equipment) are ordered in accordance with purchasing procedures |  | **Specialist** | | --- | | The following list highlights some of the specialist duties that could be associated with a post operating at this level. Note, it may only be necessary for employees assigned to this level to undertake some of these duties | |  | | * Operate and demonstrate relevant ICT software packages e.g. word processing packages, databases, spreadsheets, specialist software including Microsoft Office Suite, SIMS, | | * Assist with marketing and promotion activities | | * Complete and submit monitoring forms, returns etc, including those to external bodies. | | * Monitor and manage stock, cataloguing resources and undertaking audits | | * Undertake activities in relation to technical administrative procedures e.g. planning and regulatory procedures, hr/staffing procedures, payroll, finance etc and provide advice and guidance on these to a range of service users | | | |
| **Responsibilities:-** | | |
| * Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person * Be aware of and support difference and ensure equal opportunities for all * Contribute to the overall ethos/work/aims of the school * Appreciate and support the role of other professionals * Attend and participate in relevant meetings, as required * Participate in training and other learning activities and performance development, as required * Recognise own strengths and areas of expertise and use these to advise and support others | | |

| **Person Specification – Administrative Assistant** | | | |
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| **Area** | **Criteria**  **Requirement - E = Essential - D= Desirable**  **Assessment by Application =A Interview process = I** | **R** | **A** |
| **Skills**  **Knowledge**  **Aptitudes** | * Full working knowledge of ICT and other specialist equipment/resources * Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation * Ability to relate well to children and adults * Work constructively as part of a team: understanding school roles and responsibilities and your own position within these * Ability to self-evaluate learning needs and actively seek learning opportunities | E  D  E  E  E | A  A I  A I  A I  A I |
| **Qualifications and Training** | * Current NVQ level 2 in English and Maths or equivalent and experience in relevant discipline/job role | E | A |
| **Experience** | * Experience of management and operation of administrative systems | D | A I |
| **Disposition** | * Good communication skills at all levels | E | A I |
| **Conditions of Service** | | | |
| National Joint Council | | | |

| **Signature of post holder** |  | **Date** | **/ /** |
| --- | --- | --- | --- |
| **Signature of headteacher** |  | **Date** | **/ /** |

**This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.This document must not be altered once it has been signed but will be reviewed annually.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.