.

St Aidan’s Church of England [Aided] Memorial Primary School

Job Description - Administration Assistant Band 5

Responsibilities

To provide general administrative support to the school following the guidelines as below:

* Provide clerical and administrative support ensuring systems, files and records are kept up to date.
* Use templates to issue correspondence internally and externally.
* Ensure office stationery and other office consumables, are ordered internally in accordance with the Schools purchasing procedures and team guidelines.
* Take messages, answer questions from, and give information to, the public and school staff.
* Respond to, and answer, straightforward queries.
* Digitally capture, index and process documents, including the scanning of post.
* Following specific requests and instructions made by senior colleagues: organise meetings, room and travel bookings.
* To take notes of informal meetings and subsequently, following the meeting, write up the notes.
* Undertake accurate data-inputting tasks, word processing and other IT based tasks.
* Maintain manual and computerised records.
* Check and cross reference information to ensure administrative tasks are carried out accurately, correctly and efficiently.
* With due regard to the image of the school ensure that spelling, grammar and punctuation of any communication are correct where this is for use beyond the immediate team.
* Be aware of school deadlines and cycles to ensure that tasks are completed in a timely manner.
* Carry out tasks with due regard to, and through an understanding of, Data Protection requirements.
* Ensure that School held information is provided only to approved and/or appropriate persons.
* Undertake general duties including photocopying, duplicating, stapling and collation of documents.
* Deal with incoming and outgoing post.
* Use Microsoft Office and email packages.
* Undertake financial processes in accordance with the Schools financial regulations.
* Undertake reception duties as necessary.

Support the School Ethos in the following ways:

* Be aware of and support difference and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the school.
* Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role.
* Share expertise and skills with others.
* 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.
* Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
* Within a responsibility of a duty of care, comply with all policies and procedures relating to the child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.