Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title:** Admin Assistant (Level 2) | | **Director/Service/Sector: Children’s Services** | | **Office Use** |
| **Band:** 2 | | **Workplace: Hexham Priory School** | | JE ref: SG2  HRMS ref: |
| **Responsible to:** Senior Admin Manager/Head Teacher | | **Date: November 2016** | **Manager Level:** |
| **Job Purpose:**  Under the instruction/guidance of senior staff: provide general administrative/financial support to the School, maintaining confidentiality at all times. | | | | |
| **Resources** | Staff | Some responsibility for the co-ordination or training of other employees | | |
| Finance | | Ordering goods and equipment including stock control | | |
| Physical | | Handling and processing of manual or computerised information, where care, accuracy, confidentiality and security are important. | | |
| Clients | | Internal (Teachers, Other Staff, Pupils) and External (Parents, Visitors, Members of the Public) | | |
| **Duties and key result areas:**  **Organisation**   1. Undertake reception duties and hospitality, answering general telephone and face to face enquiries and signing in visitors 2. Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc. 3. Assist in arrangements for schools trips, events etc   Administration   1. Provide general clerical/admin. support e.g. photocopying, filing, faxing, scanning, complete standard forms, respond to routine correspondence 2. Maintain manual and computerised records/management information systems 3. Produce lists/information/data as required e.g. pupils data 4. Undertake typing and word-processing and other IT based tasks 5. Undertake ICT tasks within the LA approved IT systems e.g. SIMS and ORACLE as directed. 6. Take notes at meetings and prepare minutes 7. Sort and distribute mail 8. Undertake administrative procedures 9. Maintain and collate pupil reports 10. Undertake routine administration of school lettings and other uses of school premises   **Resources**   1. Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet, SIMS) 2. Maintain stock and supplies, cataloguing and distributing as required 3. Operate and record dinner money and all other school sales e. g. uniform, concert tickets, etc (all operations to be carried out in line with current LA Financial Regulations) 4. Provide general advice and guidance to staff, pupils and others 5. Undertake general financial administration e.g. processing orders   **Responsibilities**   1. 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 2. Be aware of and support difference and ensure equal opportunities for all 3. Contribute to the overall ethos/work/aims of the school 4. Appreciate and support the role of other professionals 5. Attend and participate in relevant meetings as required 6. Participate in training and other learning activities and performance development as required 7. Such other responsibilities allocated which are appropriate to the grade of the post   This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school’s procedures to report any concerns you may have regarding the safety or well-being of any child or young person.  The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. | | | | |
| **Work Arrangements** | | | | |
| Transport requirements:  Working patterns:  Working conditions: | | May be required to use own transport to attend meetings/training  Normal working hours as defined by Northumberland County Council  Normally indoors | | |

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**PERSON SPECIFICATION**

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| **Post Title:**  Admin Assistant (Level 2) | **Director/Service/Sector:** Children’s Services | Ref: SG2 | |
| **Essential** | **Desirable** | | **Assess**  **by** |
| **Knowledge and Qualifications** | | | |
| NVQ 2 or equivalent qualification or experience in a relevant discipline e.g. RSA  Level 2 Word Processing  Excellent numeracy and literacy skills- at least A-C GCSE or equivalent |  | | (a)  (t) |
| **Experience** | | | |
| Experience of general clerical/administrative/financial work | Administrative and clerical experience gained in a school or educational establishment  Experience of an IT based administration system e.g. Oracle/SIMS | | (a) |
| **Skills and competencies** | | | |
| Ability to use IT effectively including Microsoft Office package  Good keyboard skills  Knowledge of relevant policies/codes of practice and awareness of relevant legislation  Ability to relate to children and adults  Ability to work as a member of a team |  | | (a), (i). |
| **Physical, mental and emotional demands** | | | |
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| **Other** | | | |
| Willingness to participate in training and development |  | | (i) |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation,

(o) others e.g. case studies/visits