



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Administrative Assistant - Level 2 (Hebburn Lakes Primary School)

GRADE: Band 4

RESPONSIBLE TO: Office Manager

Overall Objectives of the Post:

Under the instruction/guidance of the Officer Manager, to provide general administrative/financial support to the School, maintaining confidentiality at all times.

Key Tasks of the Post:

1. Organisation

You will provide an efficient and effective organisational support to the school. You will:

- Undertake reception duties and hospitality, answering general telephone and face-to-face enquiries and signing in visitors.
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist in arrangements for schools trips, events, clubs etc.

2. Administration

You will provide an efficient and effective administrative support to the school. You will:

- Provide general clerical/administrative support e.g. photocopying, filing, faxing, completing standard forms and responding to routine correspondence.
- Be responsible for the day to day management of lunch systems.
- Maintain manual and computerised records/management information systems.
- Produce lists/information/data as required e.g. pupil's data.
- Undertake typing and word processing and other IT based tasks.
- Undertake ICT tasks within the LEA approved IT systems.
- Undertake general financial administration e.g. school funds.
- Sort and distribute mail.
- Undertake administrative procedures.
- Maintain and collate pupil reports.
- Undertake routine administration of school lettings and other uses of school premises.

3. Resources

You will provide effective and efficient support to the development of resources. You will:

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet, SIMS).
- Maintain stock and supplies, cataloguing and distributing as required.
- 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 LEA Financial Regulations).
- Provide general advice and guidance to staff, pupils and others.

4. Responsibilities

You will contribute to the overall school's achievement of its objectives. You will:

- 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.
- Provide support and guidance and supervision to staff that may come under your responsibilities.

Hours of Work:

The working week for a full time member of staff is 37 hours per week, Monday to Friday.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: TJ/KDS

Date: 21/11/2017