Job Description		
Role Title	**Typically reports to**	
Admin Assistant	Headteacher	
JE Code	**Grade**	**Date of profile**
AG2	4	1/09/2017

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:-

- undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- assist with pupil welfare duties, looking after sick pupils, liaising with parents/staff etc
- assisting with arrangements for visits by school nurse, photographer etc
- assist in arrangements for school trips, events etc

Individuals in this role may also:-

- provide general clerical/administrative support e g photocopying, filing, faxing, complete standard forms, respond to routine correspondence
- maintain manual and computerised records/management information systems
- produce lists/information/data, as required e g pupils' data e.g. statutory returns
- undertake typing and word-processing and other it based tasks
- take notes at meetings and provide admin support
- sort and distribute mail and outgoing post
- undertake administrative procedures e.g. registers/school meals/pupil reports/uniform
- assist with administration of school lettings and other uses of school premises
- maintain stock and supplies, cataloguing and distributing, as required
- undertake general financial administration such as processing orders, collecting money and undertaking basic book keeping such as petty cash
- provide general advice and guidance to staff, pupils and others

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

Person Specification – Administrative Assistant AG2			
Area	**Criteria** **Requirement - E = Essential - D= Desirable** **Assessment by Application =A Interview process = I**	**R**	**A**
Skills Knowledge Aptitudes	• Good understanding and ability to use relevant technology e g Computer equipment/ computer software/printers and photocopiers • Keyboard/computer skills • Participate in development and training opportunities • 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	E E E E E	A I A I A I A I A I
Qualifications and Training	• Current NVQ level 2 in English and Maths or equivalent or experience in relevant discipline/job role	E	A
Experience	• General clerical/administrative work	E	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.