



**LEADING THE WAY**  
FOR GENERATIONS



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**Job Title:** Administration Assistant

**Scale:** Grade 3

**Hours:** 20hrs FTE .54

**Salary:** Annual salary: £6,784

**Responsible to:** Office Manager

Main purpose of the job is to provide clerical expertise and assist in the smooth running of the school, by organising and supervising administrative systems within the school.

**Main Duties:**

- Will be the initial first contact to receive visitors and to answer the telephone
- Responsible for ensuring the effective and efficient operation of day to day administrative functions
- Responsible for the production of detailed reports and information as required
- Liaise between School Leadership Team, Teaching and Support Staff
- Produce and respond to correspondence as directed by the Headteacher
- Working with the Office Manager to ensure that the SIMS database is up to date at all times
- Responsible for the counting and receipt of School Meals finance in accordance with the Authorities processes and procedures
- Comply with and assist with the development of policies and procedures relating to child protection, health and safety, safeguarding, including data protection and confidentiality, reporting all concerns to an appropriate person to ensure that the school complies with all current legislation
- To attend any training courses relevant to the post, ensuring continuing personal and professional development
- Role requires working within a team
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude
- Provide appropriate help throughout the day including break and lunchtime monitoring and pre/post school activities as necessary
- Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents
- Assist the Office Manager in carrying out stock checks and to keep the stock book up to date
- Assist in arrangements for trips and journeys
- Occasionally assist the Office Manager in running the School Financial Management Systems on computer, such as general purpose accounting, ordering supplies, processing invoices and budget management
- The post holder may undertake any other duties that are commensurate to the post



## Person Specification

**Post Title:** Administration Assistant

AREA	ESSENTIAL	DESIRABLE	EVIDENCE
EDUCATION / QUALIFICATIONS	GCSE A-C Grade in English and Maths (or equivalent)	Certificate in School Administration  Additional qualifications specific to secretarial / admin/ICT  First Aid at Work	Application form  Certificates
EXPERIENCE	Working in an office environment  Experience of secretarial work  Able to work on individual tasks as well as being a team player  Handling cash  Experience of working in an admin role within a school environment	Previous PA experience  Experience of using SIMS  Experience of taking minutes at meetings	Application form  Interview  Reference
SKILLS / KNOWLEDGE	A range of IT skills including the use of Microsoft Word, Excel and e mail  Good literacy and numeracy skills  Ability to listen sensitively and deal with people in a sympathetic and tactful way  Ability to communicate effectively both orally and in writing using a variety of media  Ability to correspond and liaise with external agencies  Ability to demonstrate use of own initiative  Ability to prioritise, plan and organise work/tasks both in advance and with short notice	Knowledge of Local Government procedures specific to schools	Application form  Interview  Reference



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	Confident word processing/typing skills Ability of manage time effectively		
PERSONAL QUALITIES	Organised and efficient-able to prioritise Enthusiastic, self-motivated Pleasant manner when dealing with colleagues, children, parents, visitors etc. Tactful, discreet Flexible approach to work Punctual Willingness to undergo further training		Application form Interview Reference



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### How to apply:

Interested candidates should request an application form by calling us on (01207) 232059 or via email [p2226.admin@durhamlearning.net](mailto:p2226.admin@durhamlearning.net)

Completed applications should then be returned to South Stanley Junior School, for the attention of Mrs E Martin, Head Teacher either by email at [p2226.admin@durhamlearning.net](mailto:p2226.admin@durhamlearning.net)

or via First Class Mail to:

South Stanley Junior School,  
Tyne Road,  
South Stanley,  
Stanley,  
Co Durham,  
DH9 6PZ

Please be mindful of the following dates:

Closing dates for applications: 5pm, Friday 16h March, 2018

Shortlisting: Monday 19<sup>th</sup> March, 2018

Interviews and appointment: Thursday 29<sup>th</sup> March, 2018 with a view to start as soon as possible.

Any queries should be directed to South Stanley Junior School.