JOB DESCRIPTION

Name:

Job Title: Administrative Assistant (Outreach Services)

Grade: 2 (scp 15 – 17)

Job Location: Sunningdale School/Washington School

Directorate: Children’s Services

Responsible to: Outreach Service Managers

Purpose of Job:

* To provide a broad range of general clerical/admin duties with formal supervisory responsibility for other administrative staff as and when appropriate.

Principle Responsibilities

* Providing support for pupils, teachers and the outreach services as outlined below

Main Duties

* Providing general clerical support to ensure an effective and efficient service is provided.
* Analysing and evaluating data/information and producing reports, information/data as required. This may include difficult and sensitive information.
* To provide admin support in organising events and meetings and updating office systems and diaries.
* To give advice and guidance to teachers and external bodies, via telephone and in person to ensure an ongoing provision of a high quality service.
* Keeping update manual and computerised records ensuring a high level of accuracy is maintained.
* To reconcile and ensure the security of small amounts of cash in forms of petty cash, school/service funds and/or equivalent in accordance with Financial Regulations
* To work under the direct supervision of the line manager
* Such other responsibilities allocated which are appropriate to the grade of the post.

### General Requirements

* Attending and participating in training and development courses as required.
* Attending meetings, liaising and communicating with colleagues in the school.
* Being an effective role model for the standards of behaviour expected of pupils.
* Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and local education authority.

**Professional Values and Practice**

* Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
* Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
* In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
* Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
* Reflecting upon and seeking to improve personal practice.
* Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
* Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures.
* Building and maintaining successful relationships with pupils, parents/carers and staff.

**Specific Duties**

The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The postholder must comply with the Councils Health and safety rules and regulations and with Health and Safety legislation.

Name of Author: C. Wright

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