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| **HOWDEN LE WEAR PRIMARY SCHOOL** |
| **Profile Title and Grade** |
| Administration Assistant Grade 3, Sp4 | **JOB ID:** SCHOOLADMIN |
| **Possible local job titles** |
| Administration Assistant, Clerical Assistant, Support Assistant |
| **Purpose of the role** |
| Working within process guidelines provide clerical and administrative support including the answering of telephones, taking messages and responding to enquiries. Undertake reception and general office duties.  |
| **Responsibilities** |
| To provide general clerical and administrative support to the school administration function. * Ensure office stationery, and other office consumables are ordered in accordance with the Schools purchasing procedures. This includes liaising with external suppliers to order stationery and consumables.
* Using a degree of personal responsibility and initiative, maintain records, organise meetings, room and travel bookings and maintain office systems and diaries.
* To produce minutes of both formal and informal meetings.
* Use initiative to organise the time and diaries of more senior staff following general instructions and guidance.
* Take messages, answer questions from, and give information to, the public and school staff.
* Respond to, investigate and answer queries requiring an understanding of local policy, procedure and confidentiality
* Undertake accurate data-inputting tasks, word processing and other IT based tasks.
* Cash handling and recording.
* Administration of Parentpay online payment system for parents.
* Reception duties as necessary.
* Use Microsoft Office and email packages
* Undertake training to use bespoke local software packages used by the School
* Be aware of pertinent legislation relating to the administration function such as Data Protection.
* Check and collate information provided by others to ensure information entered onto School systems is fit for purpose.
* Where necessary, password protect and/or take special measures to safeguard the confidentiality of the schools information. Be responsible for locking away confidential data.
* Ensure that the School held information is provided only to approved and/or appropriate persons.

Provide support in specialist duties that could also be associated with this post. The following list highlights some of the specialist duties that could be associated with a post operating at this level. Note, it may only be necessary for employees assigned to this level to undertake some of these duties.* Undertaking financial processes, in accordance with the Council/Schools financial regulations
* Assist with promotion and marketing activities
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| **Indicative Knowledge, Skills, Experience** |
| * Knowledge for implementing a range of administrative procedures, including use of relevant IT packages and systems.
* Knowledge and skills equivalent to national qualifications level 3.
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| **School Ethos** |
| * Be aware of and support difference and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the school.
* Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role.
* Share expertise and skills with others.
* Participate in training and other learning activities and performance development as required.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
* Within a responsibility of a duty of care, comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.
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