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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 | |
| **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. | |
| **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. | |