**Person Specification – Administrative Assistant**

**Stocksfield Avenue Primary School**

**Post Title**: Administrative Assistant Level 2

**Points Grade**: N3

**Responsible to;** School Business Manager

**Responsible for N/A**

**Job Purpose** : To provide administrative support to the school.

**Main Duties:**

The following is typical of the duties the postholder will be expected to

perform. It is not necessarily exhaustive and other duties of a similar

nature and level may be required from time to time.

1 Maintain records, organise meetings and events in the school as directed. Maintain

office systems, diaries and provide information/letters to parents and pupils.

2 Ensure that office machinery, stationery and other office consumables (including basic

maintenance of equipment) are ordered in accordance with purchasing procedures.

To arrange servicing and repair of school equipment.

3 Collect, record, compile and present data both manually and electronically, in order to

maintain a comprehensive, up to date paper and electronic filing and information

system, using standard reports, various software and respond to ad hoc queries,

where appropriate.

4 Collate pupils’ reports as required.

5 Collecting, accounting for, reconciling and security of petty cash, dinner money,

school fund and/or other amounts of cash/expenditure, cheques etc in accordance

with Financial Regulations.

6 Liaise with staff, parents and external bodies to meet the requirements of the school,

including the provision of reception services, arranging events, work experience

placements, eye tests etc.

7 To promote and implement the Council’s Equality Policy in all aspects of employment

and service delivery.

8 The postholder will have responsibility for promoting and safeguarding the welfare of

children and young persons s/he is responsible for, or comes into contact with.