



Post: Administrative Assistant
Level: Job Family Reference 1375
Responsible to: PA to Head Teacher

Job Purpose:

The overall purpose of the job is to provide clerical and administrative to the school to ensure all internal and external services are maintained and delivered to the required service level.

Key Focus:

- To be an professional ambassador for the school face to face and over the telephone
- To have excellent communication skills with attention to detail
- Provide a comprehensive, confidential, personal and secretarial support to Headteacher and Deputy Headteachers
- Providing and disseminating information
- Data inputting, manipulation and retrieval
- Gather and collate information/data for the annual reviews and minute the meeting.
- Works independently scheduling own work to meet supervisory requirements.

Produce Documents

Produce a range of detailed documents and may support less experienced colleagues in the production of documents to meet the needs of the school team

Filing and Retrieving Documents

Set up and operate basic filing and retrieval systems for the school to support efficient record management and compliance with data protection requirements.

Record Keeping

Maintain a wide range of manual and computerised records/management information systems, providing guidance to less experienced colleagues to meet agreed service standards and support efficient school management.

Provide Clerical and Other Support and Guidance to Service Users

Provide administrative and/or secretarial support, including travel arrangements, use of school premises, collating reports, to meet the school's administrative requirements.

Assist with pupil welfare, such as first aid, school trips, events, liaising with appropriate service users within agreed policies and procedures to meet the needs of the school.

Operate uniform/snack/other sales within agreed policies and procedures to meet the school's requirements.

Handling Enquiries and Queries and Undertaking Reception Duties

Handle a wide range of detailed queries, some referred by other colleagues, and provide a point of contact for feedback, so that all requests are dealt with efficiently and within agreed standards.

Undertake reception duties, answering telephone and face to face enquiries and signing in visitors to meet service standards.

Developing the Team

Participate in team development activities and assist less experienced colleagues. When appropriate to support the achievement of individual and team performance and development objectives.

Allocating, Monitoring and Managing resources.

Co-ordinate the provision of stocks of resources and office supplies to minimise waste and maintain the effective operation of the school.

Arrange orderly and secure storage of supplies to ensure a safe working environment.

May assist with marketing and promotion of service area to enhance service delivery.



Person Specification

Essential	Desirable
<ul style="list-style-type: none"> • At least an NVQ Level 2 in a relevant subject. • Some work experience in a relevant organisation if no qualification. • Appropriate level of literacy and numeracy - at least a Grade C GCSE English and Maths (or equivalent). • Appropriate level of IT and keyboard skills – Ability to use ICT at a competent level – Word; Excel and Publisher. • Health and Safety Awareness • Appropriate level of data protection, security and confidentiality awareness. • A clear Enhanced DBS (which would be completed after appointment). • Smart, professional appearance. 	<ul style="list-style-type: none"> • European Computer Driving Licence. • Understanding of corporate equalities standards and diversity issues and impact in immediate work and service area. • Health and safety awareness.