

GENERIC JOB DESCRIPTION – SCHOOLS

Job information as shown on organisation chart

Job Title: Administrative Assistant – L3	Post No: GEN19	Grade: HC4
<p>Organisational information:</p> <p>Responsible to: Headteacher</p> <p>Professionally responsible to: <i>(where appropriate)</i></p> <p>Dimensions: <i>(quantifiable measures relating to the post, such as number of staff managed, number of patients, size of local population, budgets and so on)</i></p> <p>Responsible for: The supervision of no more than one member of staff.</p> <p>Key relationships/Functional links with: <i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i></p> <p><i>Internal:</i> Pupils, staff, parents, officers of the LEA, and other agencies, as necessary.</p> <p><i>External:</i></p>		
<p>Main Purpose of Job:</p> <p>Under the guidance of the head teacher to provide administrative and financial support to the school.</p>		
<p>Main Responsibilities / Accountabilities <i>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation</i></p> <p>The jobholder will be expected to complete the responsibilities / accountabilities effectively.</p> <p><u>Administrative Tasks</u></p> <ul style="list-style-type: none"> • To undertake reception duties, and dealing with the majority of enquiries. Signing visitors in and out of the school. • To respond to correspondence, whether by email, fax or letter. • To answer telephone enquiries, and taking messages or passing on to other members of staff, as required. 		

- To undertake typing/word-processing duties, including those requiring more complex formatting.
- To act as personal assistant to the head teacher, including managing their diary, if necessary.
- To take minutes of meetings and distribute these accordingly.
- To assist the head teacher in the promotion of the school, contributing to the production/content of the school newsletter or prospectus.
- To open and distribute the post at the start of the school day, and to ensure that outgoing post is dispatched.
- To place advertisements in accordance with the head teacher's instructions and to send out application packs to candidates. To assist with arranging interviews, as required.
- To file documents.
- To arrange school trips, photographs, work placements, events etc. in consultation with the head teacher.
- To word-process letters and other documents, as required.
- Working within the resources provided; to ensure local systems, skills and processes are in place and applied consistently to secure high quality information, data, analyses and reports

Resources/Finance

- To operate the school uniform or snack shop within the school.
- To undertake routine administration of school lettings, if required.
- To be a key holder, and respond to emergency call-outs, if necessary.
- To photocopy worksheets and other materials, and help with the collation and distribution of these, if necessary.
- To maintain supplies of school stationery and other school resources within an agreed budget. To discuss any shortages with the head teacher and initiate and process orders, as directed.
- To assist with the processing of invoices and pass these forward for signature/payment in accordance with established procedures.
- To collect money from pupils, and ensure accurate records are kept.
- To use petty cash to make local payments and keep records of expenditure.
- To be responsible for the safe transport of monies to the designated bank, or other establishment, as required.

Information

- To maintain manual records/computer databases and arrange for the adaptation of these if necessary.
- To produce more detailed lists/information/data as required.
- To assist with the maintenance and collation of pupil reports.
- To complete forms/returns for submission to the LEA, DfES, etc.
- To keep accurate records on attendance at school, which may involve telephoning parents for further information or clarification. To produce data on attendance, as required.

Staffing

- To carry out the day-to day supervision of no more than one other member of staff.
- To arrange supply cover for absent teaching staff, in consultation with the head teacher.

DATA QUALITY

Council staff

To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

Job Activities:**Other information:**

- Disclosure type: enhanced.

General information:

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:

Line Manager Signature:

Date:

Date Job Description last reviewed:

October 2013

GENERIC PERSON SPECIFICATION - SCHOOLS

Job information as shown on organisation chart

Job Title: Administrative Assistant – L3	Post No: GEN19	Grade: HC4
All candidates will be considered on their ability to meet the requirements of the person specification	Essential criteria	Method of Assessment*
Experience	<ul style="list-style-type: none"> • Experience of working in a clerical/administrative role. • Some experience of working within a school (either in a paid or voluntary capacity). • Experience of dealing with members of the public. 	AF, I
Skills and Abilities <i>Including personal attributes</i>	<ul style="list-style-type: none"> • Able to communicate effectively with parents, pupils and visitors to the school. • Good knowledge of Word, Excel and/or SIMS. • Well-organised and flexible approach to work. • Ability to work constructively and supportively as part of a team. • Good attention to detail. • Able to work largely on one's own initiative. 	AF, I
Qualifications and Training <i>including professional qualifications</i>	<ul style="list-style-type: none"> • GCSE Maths and English, Grade C or above, or equivalent. • RSA 2 in word-processing (or equivalent) • First Aid Qualification or willingness to undertake training, if appropriate. 	AF
Other Factors <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i>	<ul style="list-style-type: none"> • Commitment to working with young people. • Willingness to work in support of the inclusive ethos of the school. • Police clearance. 	I DBS Police Check
Line Manager Signature:		
Date:		

*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

October 2013