



Job Description

Job Title: **Administrative Assistant**

Reporting to: Office Manager

Job Purpose

To provide efficient day to day administrative support, as directed and under the supervision of the Office Manager.

The duties detailed in this job description provide a summary of the main areas of responsibility. Other duties may be required within the detailed hours of employment at the direction of the leadership team.

Key Responsibilities

Administration:

- To provide a full range of secretarial skills to cover work generated by staff
- Undertake reprographic duties as required
- Complete student and other filing as required
- Undertake relevant duties to support new student admissions
- Use of the school's management information systems
- Assist with distribution and management of incoming and outgoing correspondence
- Support school events outside the working day, by agreement

Reception:

- Participate in reception duties as required including operation of switchboard
- Support student and other stakeholder enquiries
- Undertake first aid duties and recording of same, where required
- Ensure that visitors are welcomed and correctly registered
- Maintain effective communication with site team and senior leaders, as appropriate
- Communicate with parents and carers, as directed

Financial:

- Raise purchase orders for stock and budget items
- Receive and itemise deliveries as required
- Prepare invoices for payment
- Assist with collection, reconciliation and banking of monies as required

Personnel:

- Assist with data input of personnel information

Premises:

- Assist with administration of lettings



- Assist with record of information relating to premises management

Communication and working with Colleagues

- Support and maintain collaborative, productive working relationships with all staff and professionals from outside agencies to support the effective running of the school
- To read on a daily basis and act upon if necessary all emails
- Attend staff briefings in line with the school communication policies set out in the staff handbook
- To attend training and development sessions on staff inset days and open evenings where contracts permit

Personal Development:

- Take responsibility for your own continuing professional development by using the school management system on a regular basis
- To be aware of school procedures and comply with school policies
- To follow the school Staff Sickness Procedure

Knowledge and Understanding:

- Principles and practices of effective office procedures
- Contribute to the development of the policies and procedures of the administrative team
- Keep well informed with regards to working practices that impact on your role
- Ensure that all work is conducted in line with school and departmental policy on health and safety

Skills:

- Promote the school's aims positively
- Demonstrate good personal relationships within a team
- Demonstrate effective communication skills to a variety of audiences
- Create a happy and effective working environment
- Deal promptly and effectively with procedures

Principal Accountabilities:

- Provide appropriate administrative support for the school for all stakeholders
- Engage in appropriate training to ensure the most effective techniques can be employed to support the school
- Ensure that the school's safeguarding processes and procedures are followed and regular training attended



- Adhere to the same high standards of dress as expected for students and dress smartly at all times (see staff handbook for more detailed information)

Review and Amendments:

The job description should be seen as enabling rather than restrictive and will be subject to regular review.

Please note that this school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

Application Form AF; Work-related task T; Interview I; Certificate C; References R

Skills	Essential	Desirable	How Assessed
IT literate	√		AF/T/I
Good oral and written communication skills	√		AF/T/I
Excellent interpersonal skills	√		AF/I/R
Good keyboard skills	√		AF/T
Ability to analyse tasks and establish how they may be best achieved	√		AF/T/I
Excellent organisational and planning skills	√		AF/I/T
Full clean driving licence		√	AF
Effective communication skills	√		AF/I
Experience of maintaining records, using IT systems and paper based methods		√	AF/I
Have the capacity to manage own workload	√		AF/I
Express oneself clearly, orally or in writing	√		AF/I



Qualities	Essential	Desirable	How Assessed
Able to use initiative	√		AF/I
Adaptable and flexible	√		AF/I
Reliable and relates well to adults and students	√		AF/I
Trustworthy	√		AF/R/I
The ability to manage time effectively and prioritise work	√		AF/I/R
Be a successful team player with a “can do” attitude	√		AF/I/R
Patience, sense of humour and a cheerful disposition	√		AF/I/R
Reflective practitioner	√		AF/I
A commitment to own personal and professional development	√		AF/I/R
Ability to work under pressure and meet deadlines with a high level of accuracy and presentation	√		AF/I/R
Able to work with discretion and confidentiality	√		AF/I/R
The ability to form and maintain appropriate relationships and personal boundaries with students	√		AF/I/R

Experience	Essential	Desirable	How Assessed
Use of management information systems (eg SIMS, Tucasi, Parentmail)		√	AF/I
Successful experience in a directly relevant role		√	AF/I
Experience of working in a school or similar environment		√	AF
Use of national information exchange services		√	AF



Equal Opportunities	Essential	Desirable	How Assessed
Commitment to ensuring inclusion, addressing diversity and access	√		AF/I
Must be able to recognise discrimination in its many forms and willing to put equality policies into practice	√		AF/I

Education & Qualifications	Essential	Desirable	How Assessed
Basic general education to GCSE (or similar) Grade C or above in Maths and English	√		AF/C
Word processing qualifications		√	AF/C
First Aid qualification		√	AF/C
Relevant professional development over the last 2 years		√	AF/C
Training and/or qualification in administration, clerical or related activities to Level 2 or equivalent		√	AF/C

Special Requirements

An enhanced Disclosure and Barring Service (DBS) check will be requested in the event of a successful applicant and references will be requested.