

Job Description and Person Specification

Role:	Administrative Assistant
Grade:	Grade 2, Points 5 – 7
Department:	Administration
Accountable to:	School Business Manager /Office Manager/School Business Lead

Position Overview

As Administrative Assistant, you will work as part of a team to provide high quality administrative support for a wide and varied range of clerical, administrative and financial tasks for the school.

Key Responsibilities:

- To perform varied clerical tasks including confidential typing, managing diaries, preparing draft agendas, taking notes to support effective management and decision making.
- To undertake document and report preparation, storage, format, retrieval, amendment and transmission using IT skills and a range of technology to support information processing and communication.
- To prepare and process orders resolving any routine issues that arises to ensure that stock levels are maintained. Ensure items procured are received in good order, that invoices are checked prior to being passed for authorisation.
- To maintain electronic and manual records including student and staff records.
- To undertake cash collection duties including the recording of all monies received and balanced, resolving any routine anomalies.
- To support the maintenance of inventories and returns to comply with statutory requirements.

General Duties

1. Undertake any other duties as reasonably required by the SLT and Governing Body.
2. Contribute to the wider life of the school community
3. Undertake essential CPD as appropriate
4. Keep up to date with developments, attend networks relevant to the role and communicate these to staff as required.
5. Contribute to and follow agreed school policies and procedures
6. Appreciate and support the role of other professionals

Skills and Experience Required:

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment (AST).

Criteria	Essential	Desirable
Knowledge / Qualifications		
A good standard of secondary education to GCSE level or equivalent.	AF	
A good standard of literacy and numeracy.	AF	
Experience / Skills		
Carrying out a wide range of clerical or administrative duties.	AF/I/AST	
Following well defined processes, practices or procedures	AF/I/AST	
Carrying out tasks without close supervision	AF/I	
Working with IT systems including basic word processing and spreadsheet operation	AF/I	
Handling information in accordance with the Data Protection principles	AF/I	
Handling and processing cash, cheques, invoices or equivalent	AF/I	
Personal Attributes		
Ability to communicate complex information at all levels	AF/I	
Ability to work under own initiative with sound personal, administration and time management skills	AF/I/AST	
Considerable personal enthusiasm, energy, integrity and professionalism	AF/I	
Be flexible and open to change, enjoy working at a fast pace whilst maintaining professionalism and accuracy	AF	
A commitment to abide by and promote the Trust's equal opportunities, health and safety and child protection policies	AF	