



JOB DESCRIPTION

Job Title: Administrative Assistant
Grade: Grade 6
Responsible To: Office Manager
Responsible For: Not applicable
Key Relationships/ Liaison with: Head teacher, SLT, teachers, GFO and Wrap Around Care (WAC) colleagues.

The administrative assistant reports to the Office Manager. They have responsibility for general day to day admin tasks and give support with finance and admin related activities. This person will also be the first point of contact in the school and work closely with visitors to ensure safeguarding procedures are followed.

Job Purpose:

The administrative assistant will have a good understanding of procedures related to the job and how they fit into the function of office and the wider school and trust structure. They will need to organise and prioritise work to meet deadlines and refer out of the ordinary queries to the office manager.

Main duties and responsibilities

- To operate a Reception and administrative service which promotes a professional image of the school.
- Answers enquires by telephone or in person from public/other employees on area of work, giving guidance and advice within laid down procedures.
- Inputs information onto school MIS and extracts information as instructed, which may require some manipulation.
- Assists the Office Manager to maintain office and wider school stationery requirements.
- Produces and creates typed documents from hand-written/pre – existing /audio information, making layout presentation decisions.
- Carries out discrete area of work prioritising tasks, deciding on how to perform tasks, using own initiative to get task completed (i.e. resolving non-complex queries, problems).
- Interrogates databases to produce less routine reports (may involve designing simple spreadsheets), identifying and problems/issues with data produced.
- Arranges meetings at request of senior leadership team and takes notes of informal meetings, e.g. team meetings.
- Responds to less routine correspondence, requiring non-standardised factual response for signature by SLT.
- Undertakes cash handling duties and uses PS Financials Software at per user access.

- Processes documentation (e.g. invoices, payments, journals and timesheets) to check or allocate nominal coding, verify calculations, obtain incorrect or missing information before passing for certifying.
- Prepares and places orders for equipment after identifying options and obtaining agreement from office manager, in line with Discovery Schools Academies Trust Financial Regulations.
- May assist in preparing documentation packs for onward transmission (e.g. recruitment packs/ pupil packs etc).
- Opens, sorts and distributes incoming post and ensures despatch of outgoing post.
- Produces a range of typed documents from a variety of sources involving use of different software packages, e.g. Word, Access, Excel and PowerPoint.
- Liaises with WAC colleagues and assists with parental enquiries for WAC provision.
- Supports WAC colleagues with the ordering of stock and consumables.
- Supports the Educational Visits Coordinator and teachers with any admin associated with educational visits and residentials.
- Supports SLT with tracking whole school and individual attendance.
- Supports the effective running of the school, where needed.

Special Factors

Subject to the duration of the need, the special conditions given below apply:

- (a) The nature of the work may involve the post holder carrying out work outside of normal working hours.
- (b) The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) This post is subject to a Medical Check and a DBS check being carried out at an Enhanced level by the Disclosure Barring Service regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

DSAT is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate



Job Title:

Administrative Assistant

Grade:

Grade 6

	Essential	Desirable	How assessed
<p>Qualifications</p> <p>NVQ 2 or equivalent, or equivalent level of experience.</p> <p>Good general standard of education</p>	<p>✓</p>	<p>✓</p>	<p>App/Doc</p> <p>Doc</p>
<p>Experience</p> <p>Previous working in a school setting</p> <p>Scholarpack software</p> <p>PS Financials Software</p> <p>Use of ICT applications relevant to the post, i.e. Word, Excel, Access, Power Point, Publisher</p> <p>Experience of working in a reception.</p> <p>Experience of dealing with queries form parents, children and the public</p>	<p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>App/Ref</p> <p>App/Ref</p> <p>Doc</p> <p>Test</p> <p>App/Ref</p> <p>App/Ref</p>
<p>Knowledge</p> <p>Understanding of the importance of confidentiality and an appreciation of the implications of the Data Protection Act and updated GDPR</p> <p>Understanding of the context in which schools are operating including safeguarding children.</p> <p>An understanding of Health and Safety issues relevant to the post</p>	<p>✓</p>	<p>✓</p> <p>✓</p>	<p>Int</p> <p>Int</p> <p>Int</p>

PERSON SPECIFICATION

Skills/Attributes			
Word processing and ICT skills – able to use a range of database and software packages	✓		Int
Literate – excellent standard of grammar, punctuation and spelling	✓		Int
Numerate – able to receive and record cash	✓		Int
Excellent interpersonal skills – able to deal with a variety of people, including students, where necessary, sensitively, emphatically and, when necessary, assertively	✓		Int
Able to make judgements about processing calls and correspondence (e.g. filtering, passing on to other staff, etc)	✓		Int
Good communication skills – both oral and written	✓		Int
Good time management skills – be able to prioritise work	✓		Int
Able to be assertive when necessary, to achieve appropriate priorities and outcomes	✓		Int/Test
Able to keep calm in difficult situations	✓		Int
Able to operate effectively as a member of a team and with minimum supervision	✓		Int
Loyalty and dependable	✓		Int
Self-motivated	✓		Int
Flexible – to meet peaks and flows of work	✓		Int
Willingness to undertake training	✓		Int
Commitment to Equal Opportunities	✓		Int
General Circumstances			
Attendance - evidence of regular attendance at work	✓		App/Ref/ Med
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	✓		App/Int
Factors not already covered			
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010	✓		Med

**App = Application Form; Test = Test; Int = Interview Pre = Presentation; Med = Medical Questionnaire
Doc = Documentary Evidence (E.g., Certificates)**