

Rickmansworth School

Job Description:	Administrative Assistant
Salary:	H3 pt 5-6 £25,583 - £25,989 plus £1,045 Fringe Pro-rata - Actual Salary: £22,878.78 to £23,227.61 pa incl. Fringe
Line Manager	Office Manager
Notice Period	3 months
Purpose of role:	To support the day-to-day operation of the school's administrative services and provide administrative support to the Office Manager

Main Responsibilities

Administrative Duties

- Maintain and oversee the School and Parent View calendars, liaising with staff regarding event requests
- Provide administrative and project support to the Office Manager, Director of Finance and Business Operations and SLT
- Assist with the organisation of school events including Open Evening, Open Days, Parent Consultations, Staff Conference, Awards Evening and Options Evenings
- Support the administration of KS4 Options, new staff induction and start of term processes
- Maintain and update school documentation including the website, prospectus, staff handbook and student/parent booklets
- Coordinate parent communications including letters, response forms, website updates and document archiving
- Support the administration of school trips, including parent communications, consents and attendance reconciliation
- Produce and maintain documents using Google Workspace and Microsoft Office
- Provide professional, confidential and general administrative support across the school
- Liaise professionally with staff, students, parents, visitors and external agencies
- Provide occasional reception and reprographics support where required
- Support wider school administration functions as required, including Administration, Finance, HR and Premises
- Attend relevant school events and undertake any other duties commensurate with the grade and nature of the post as directed by the Headteacher or Line Manager

Additional Duties

- Assist with medical and first aid emergencies as part of the school's First Aid team and maintain an up-to-date First Aid certificate (Level 3 qualification desirable)
- Carry out all duties in accordance with the School's Health & Safety policy and procedures
- Work in line with equality and diversity principles, demonstrating sensitivity to the needs of others and promoting a positive and inclusive working environment
- Promote and safeguard the welfare of children, young people and vulnerable individuals at all times
- Undertake any other duties appropriate to the grade of the post as reasonably directed by the Director of Finance and Business Operations and the Headteacher

General Duties

- Participate in the School's appraisal process
- Ensure that principles of equality are upheld in all interactions with staff and students
- Carry out supervisory duties before and after school and at break times as per the published rota
- Adhere to all School policies and procedures
- Contribute towards achieving the School's aims and ambitions as outlined in the School Development Plan and Department Development Plan
- Undertake any reasonable duties related to the job purpose and within the scope of the conditions of service outlined in the School Teacher's Pay and Conditions document
- Play an active role in the School's self-evaluation process
- Work within the School's Health and Safety policy, Safeguarding Policy, and Code of Conduct to help create a safe working environment for staff, students, and visitors
- Ensure compliance with the Teachers' Standards, actively engaging with ongoing learning and professional development

Alterations

- The Headteacher may alter this job description, after discussing any alterations with you and giving you reasonable notice of the alterations

Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts 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 would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check will be required for this post.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding, promoting the welfare of children and young people and uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination.

Applicants must declare any criminal convictions and submit to a check with the Disclosing and Barring Service as the post is exempt from the Rehabilitation of Offenders Act 1974.

Person Specification - Administrative Assistant

E - Essential
A - Application process

D - Desirable
I - Interview process

	Essential / Desirable	Assessed via?
Experience:		
Administrative and clerical experience of working in a school	D	A/I
Experience of working in a public-facing position	D	A/I
Experience in implementing improvements and more effective systems which benefit the team and the working environment	E	A/I
Experience of managing a large workload, multiple tasks and responding to changing priorities	E	A/I
Experience in events management	D	A/I
Qualifications and Training:		
Good Literacy and numeracy – GCSE mathematics and English or equivalent	E	A
First aid qualification (first aid at work or Level 3 First Aid qualification) or be willing to undertake a qualification	E	A
Knowledge:		
High level of ICT skills including knowledge of Google Workspace and Microsoft Office	E	A/I
Good understanding of safeguarding procedures in a school setting	E	I
Aptitudes:		
Good organisational and time-management skills	E	I
Good written and oral communication skills	E	A/I
Accuracy and an eye for detail	E	A/I
Able to quickly establish positive working relationships with a wide range of people from within the School	E	A/I
Ability to work with complete discretion and confidentiality	E	A/I
Committed to working as part of a team and significantly contributing to its effectiveness and success	E	A/I
Ability to create a professional and welcoming office environment for staff, students and visitors	E	A/I
Flexible approach and the ability to adapt to change within the working environment	E	A/I
Positive outlook & ability to work under pressure	E	A/I
Interest in the education of young people	E	A/I
Engage with and actively promote Rickmansworth School's sustainability goals	E	I
The belief that every student can and will achieve their very best	E	A
Safeguarding and welfare of the School community:		

The ability to maintain appropriate relationships with all members of the School community	E	A/I
The ability to manage student and colleagues behaviours in a positive way	E	A/I
Be clear on their motivation to work with young people	E	I
Uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination	E	A/I

