



Barry Primary School

Barry Road, Northampton, NN1 5JS

JOB DESCRIPTION

Job Title	Administrative Assistant
Grade	E 4/5
Salary	FTE £25,185 - £25,583 (pay award pending)
Working Hours Per Week	32.5
Working Weeks Per Year	38
Contract Type	Permanent
Line Manager	School Business Manager

Purpose:

To provide a clerical, administrative and secretarial service for the school. To ensure that internal and external services are maintained and delivered to the required service levels.

Key Focus:

Producing Documents

Produce a range of documents and may support less experienced colleagues in the production of documents, to ensure that the needs of the school team is met.

Filing and retrieving documents

Set up and operate basic filing and retrieval systems for the school team to support an efficient record management system and compliance with data protection requirements.

Record keeping

Maintain a wide range of manual and computerised records/management information systems, providing guidance to less experienced colleagues to meet agreed service standards and support efficient school management.

Providing clerical and other support and guidance to service users

- Provide administrative and/or secretarial support, collating reports to meet the school's administrative requirements.
- Assist with pupil welfare, such as first aid, school meals, school trips, events, liaising with appropriate service users within agreed policies and procedures to meet the needs of the school.

Handling enquiries and queries and undertaking reception duties

- Handle a wide range of detailed queries, some referred by other colleagues and service users and provide a point of contact for feedback so that all requests are dealt with efficiently and within agreed standards.
- Undertake reception duties, answering telephone and face to face enquiries and signing in visitors to meet service standards.

Planning and managing diaries and meeting schedules

Plan, co-ordinate and implement personal diary and meeting schedules to ensure that business is completed within agreed standards and meets the school's requirements.

Dealing with formal correspondence

Sort, refer, and under guidance, respond to formal correspondence, to ensure that the school's standards and business requirements are met.

Developing the team

Participate in team development activities and assist less experienced colleagues when appropriate to support the achievement of individual and team performance and development objectives.

Allocating, monitoring and managing resources

- Co-ordinate the provision of stocks of resources and office supplies to minimise waste and maintain the effective operation of the school.
- Arrange orderly and secure storage of supplies to ensure a safe working environment.
- May assist with the documentation for the procurement of funds and sponsorship from companies to meet financial targets and enhance service delivery.
- May assist with marketing and promotion of service area to enhance service delivery.

Other

The responsibilities outlined above cannot totally encompass or define all tasks, which may be required of the post holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.