

## Job Description

**Post Title:** Administrative Assistant  
**Job Ref No:** 1375 - Grade E  
**Responsible to:** Headteacher  
**Responsible for:** n/a

### **Purpose of Job**

The overall purpose of this job family is to provide a clerical, administrative, financial, secretarial, management and executive service for the school. To ensure that internal and external services are maintained and delivered to the required service levels.

Role holders will also provide a comprehensive, confidential, personal and secretarial support to head teachers, teachers, other support staff, governors and pupils.

Understand and implement all Safeguarding policies and procedure in relation to working with children and young people.

### **Job Context**

The job holder will generally be employed during term times only.

They will typically provide a service to head teachers, teachers, other school employees, governors, pupils, parents and members of the community.

### **Accountabilities**

#### Producing Documents

- Produce a range of detailed documents and may support less experienced colleagues in the production of documents to meet the needs of the school team.

#### Filing and Retrieving Documents

- Set up and operate basic filing and retrieval systems for the school to support efficient record management 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, including travel arrangements, use of school premises, collating reports, to meet the school's administrative requirements.

- Undertake general financial administration, such as processing orders, to support efficient service delivery requirements.
- Assist with pupil welfare, such as first aid, school trips, events, liaising with appropriate service users within agreed policies and procedures to meet the needs of the school.
- Operate uniform/snack/other sales within agreed policies and procedures to meet the school's requirements.

## Handling enquiries and queries and undertaking reception duties

- Handle a wide range of detailed queries, some referred by other colleagues, and provide a point of contact for feedback, so that all requests are dealt with efficiently and within agreed standards.
- Where appropriate, 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 standard correspondence to ensure that the school's standards 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 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.

## Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

## **Additional Requirements**

This job description outlines the main duties of the post but does not exclude other duties, which may be undertaken to ensure the efficient operation of the school. Other duties required will be consistent with those listed above and appropriate to the title and grade of the post.

***PDET 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

	Essential	Desirable
<b>Educational achievements, qualifications and training</b>	NVQ Level 2 or equivalent in a relevant subject <b>and/or</b> Some work experience in a relevant organisation if no qualification	
<b>Job related knowledge, aptitude and skills</b>	Appropriate level of literacy and numeracy. Appropriate level of IT and keyboard skills Health and safety awareness Appropriate level of data protection, security and confidentiality awareness	
<b>Equal Opportunities</b>	An understanding of and commitment to equality of opportunity.	Understanding of corporate equalities standards and diversity issues and impact in immediate work and service area
<b>Personal Qualities</b>	Willingness to participate in training and personal development  Flexible  Adaptable  Excellent communication skills	