



JOB DESCRIPTION FOR POST OF ADMINISTRATION ASSISTANT

The postholder must, at all times, carry out his/her duties and responsibilities within the spirit of Steel City Schools Partnership and School policies and within the legislative framework applicable to academies.

RESPONSIBLE TO	Office Manager
PURPOSE OF JOB	Under the direction / instruction of senior staff, to provide routine general clerical, administrative and financial support to the school.
RELEVANT QUALIFICATIONS	Good numeracy / literacy skills
GRADE	Grade 3; SCP 5 - 6

MAIN DUTIES AND RESPONSIBILITIES

1. TASKS

Organisation

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc in accordance with the school policy on administering drugs
- Assisting with arrangements for visits by school nurse, photographer etc

Administration

- Provide routine clerical support e.g. photocopying, filing, texting, emailing, complete routine forms
- Maintain manual and computerised records/management information systems
- Undertake typing, word-processing and other IT based tasks
- Sort and distribute mail
- Undertake routine administration e.g. registers/school meals

Resources

- Operate office equipment e.g. photocopier, computer
- Arrange orderly and secure storage of supplies
- Undertake routine financial administration e.g. collect and record dinner money

2. RESPONSIBILITIES

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and ensure equal opportunities for all
- Contribute to the overall ethos / work / aims of the school and Trust
- Appreciate and support the role of other professionals as appropriate
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required

Any other duties and responsibilities appropriate to the grade and role.

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Administration Assistant Personal Specification

Key Areas	Method of Assessment Interview, Application Form, References
<i>Professional Experience</i>	
Previous school office experience, <i>preferable</i>	Application Form, Interview
Up to date knowledge of MIS database	Application Form, Interview
First Aid training and experience	Application Form, Interview
<i>Ability to work within a professional environment and to develop and promote the school's ethos and values within the Primary Phase</i>	
To demonstrate an understanding of all cultural and social diversity and its impact on administration in a school	Application Form, Interview
To be eager to learn from others	Application Form, Interview
The ability to work in a proactive manner	Application Form, Interview
<i>Ability to Communicate Clearly</i>	
Good written and oral communication skills	Application Form, Interview
Good presentational and ICT skills	Application Form, Interview
Clear and effective in meetings and discussions	Application Form, Interview
Able to relate well to children	Application Form, Interview
<i>Potential Ability for Personal Development</i>	
Respond effectively and efficiently to daily challenges	Application Form, Interview
To understand confidentiality in a school environment	Application Form, Interview
<i>Personal Qualities</i>	
Be enthusiastic and determined	Application Form, Interview
Able to work under pressure	Application Form, Interview
Have flexibility, sensitivity and tact	Application Form, Interview
Commitment to ongoing and professional development	Application Form, Interview