

## Job Description

**Directorate:** Children's Services

**Post Title** Administrative Assistant Level 2 A1076

**Evaluation** 367 Points **Grade:** N3

**Responsible to**

**Responsible for** N/A

**Job Purpose** To provide administrative support to the school.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Maintain records, organise meetings and events in the school as directed. Maintain office systems, diaries and provide information/letters to parents and pupils.
- 2 Ensure that office machinery, stationery and other office consumables (including basic maintenance of equipment) are ordered in accordance with purchasing procedures. To arrange servicing and repair of school equipment.
- 3 Collect, record, compile and present data both manually and electronically, in order to maintain a comprehensive, up to date paper and electronic filing and information system, using standard reports, various software and respond to ad hoc queries, where appropriate.
- 4 Collate pupils' reports as required.
- 5 Collecting, accounting for, reconciling and security of petty cash, dinner money, school fund and/or other amounts of cash/expenditure, cheques etc in accordance with Financial Regulations.
- 6 Liaise with staff, parents and external bodies to meet the requirements of the school, including the provision of reception services, arranging events, work experience placements, eye tests etc.
- 7 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 8 The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

January 2007