

JOB DESCRIPTION

Post Title: ADMIN ASSISTANT (LEVEL 2)	Director/Service/Sector : Children's Services		Office Use
Grade: Band 2	Workplace:		JE ref: SG02 HRMS ref:
Responsible to: SENIOR ADMIN. MANAGER/SENIOR MEMBER OF TEACHING STAFF	Date:	Manager Level:	
Job Purpose: Under the instruction/guidance of senior staff: provide general administrative/financial support to the School, maintaining confidentiality at all times.			
Resources	Staff	None	
	Finance	Handling and Accounting for Money and Related Resources, Ordering and Receiving Goods	
	Physical	Office Equipment, Medical Facilities, Accuracy and Confidentiality of Databases	
	Clients	Internal (Teachers, Other Staff, Pupils) and External (Parents, Visitors, Members of the Public)	
Duties and key result areas: Organisation <ol style="list-style-type: none"> 1. Undertake reception duties and hospitality, answering general telephone and face to face enquiries and signing in visitors 2. Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc. 3. Assist in arrangements for schools trips, events etc Administration <ol style="list-style-type: none"> 1. Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence 2. Maintain manual and computerised records/management information systems 3. Produce lists/information/data as required e.g. pupils data 4. Undertake typing and word-processing and other IT based tasks 5. Undertake ICT tasks within the LEA approved IT systems e.g. SIMS and Agresso, as directed. 6. Take notes at meetings and prepare minutes 7. Sort and distribute mail 8. Undertake administrative procedures 9. Maintain and collate pupil reports 10. Undertake routine administration of school lettings and other uses of school premises 			

Resources

1. Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet, SIMS)
2. Maintain stock and supplies, cataloguing and distributing as required
3. Operate and record dinner money and all other school sales e. g. uniform, concert tickets, etc (all operations to be carried out in line with current LA Financial Regulations)
4. Provide general advice and guidance to staff, pupils and others
5. Undertake general financial administration e.g. processing orders

Responsibilities

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Be aware of and support difference and ensure equal opportunities for all
3. Contribute to the overall ethos/work/aims of the school
4. Appreciate and support the role of other professionals
5. Attend and participate in relevant meetings as required
6. Participate in training and other learning activities and performance development as required
7. Such other responsibilities allocated which are appropriate to the grade of the post

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	None
Working patterns:	Normal work patterns
Working conditions:	Normally indoors

PERSON SPECIFICATION

Post Title: ADMIN ASSISTANT (LEVEL 2)		Director/Service/Sector: Children’s Services		Ref:	
Essential		Desirable			Assess by
Knowledge and Qualifications					
NVQ 2 or equivalent qualification or experience in a relevant discipline e.g. RSA Level 2 Word Processing		NVQ 2 Literacy and numeracy or an equivalent qualification			(a)
Good numeracy and literacy skills					(t)
Experience					
Experience of general clerical/administrative/financial work		Administrative and clerical experience gained in a school or educational establishment			(a)
		Experience of an IT based administration system e.g. Oracle/SIMS			
Skills and competencies					
Ability to use IT effectively					(a), (i).
Good keyboard skills					
Knowledge of relevant policies/codes of practice and awareness of relevant legislation					
Ability to relate to children and adults					
Ability to work as a member of a team					
Physical, mental and emotional demands					
Other					
Willingness to participate in training and development					(i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits