

Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

Job details

Job title:	Apprentice Administrative Assistant
Directorate:	Benthal Primary School
Reporting to:	School Business Manager/Senior Finance and Admin Officer
Grade:	Scale 2, £23016 pro-rata, £19,860 actual salary

Job description

Purpose of the post:	<ul style="list-style-type: none">Under direction and instruction of the School Business Manager to provide routine general clerical, administrative and financial support to the school.
Main duties and responsibilities:	<ul style="list-style-type: none">Undertake reception duties, answering routine telephone and face to face enquires and signing in school visitorsAssist with pupil first aid/welfare duties, liaising with parents/staffs etc.Assisting with arrangements for visits by school nurse, photographer etc.Undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.

Administration:

- Provide routine clerical support including, photocopying, filling, faxing, emailing and distributing and completing routine forms.
- Maintain manual and computerised records/management information systems.
- Undertake typing, word processing and other IT based tasks
- Sort and distribute school mail.
- Undertake routine administration including registers and school meals.
- Oversee the use of the school library.

Resources:

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

Responsibilities:

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

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General requirements:

- Take part in the school's performance management system.
- Enhanced DBS Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Job title:	Administrative Assistant (Apprentice)
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Person Specification

	Essential	Desirable
Qualifications		
1. GCSE	✓	
Experience		
2. General clerical/administrative work (possibly as a volunteer or work experience)	✓	
3. Working with or caring for pupils of relevant age		✓
Knowledge		
4. Appropriate knowledge of first aid.		✓
5. Good understanding and ability to use relevant technology e.g. Photocopier.		✓
Skills		
6. Adaptability and flexibility	✓	
7. Good numeracy, literacy and communication skills.	✓	
8. Keyboard, computer and IT skills.	✓	
9. Participate in development and training opportunities.	✓	
10. Ability to relate well with children and adults.	✓	
11. Work constructively as part of a team, understanding school role and responsibilities and own position with these.	✓	