

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: Assistant Administrative Assistant

Directorate: **Orchard Primary School**

Reporting to: Office Manager/ Headteacher

Grade: Scale 3

Job description

Purpose of the post:

- To provide general administrative support in the school office.
- To provide administrative support for the Strategic Leadership Team.

Main duties and responsibilities:

- Undertake telephone and reception duties, to include greeting of visitors and relaying messages to staff and pupils.
- Ensure that visitors to the school are welcomed in a polite, friendly and professional manner.
- Provide refreshments for visitors as appropriate.
- Assist with the preparation, distribution and collation of checklists for school meals numbers and liaise with school catering staff on a daily basis. Liaise with parents regarding outstanding lunch money.
- Assist with the organisation of school enrichment activities, including booking coaches and venues and recording of money for outings and enrichment activities.
- Undertake photocopying, filing and general office duties.
- Maintain the school databases and recording systems relating to administration, admissions and personnel, ensure records are up to date, accurate, secure and they comply with the requirements of the data protection act. This will include the filing and updating of manually held systems and the input of data into the computer system. Distribute post, frank mail and take to the Post Office or Post Box along with any recorded deliveries.
- Maintain the room bookings system.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Carry out other duties as required by the Office Manager
- Attend and keep records of meetings 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.
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|------------|--------------------------|
| Job title: | Administrative Assistant |
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Person Specification

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| | Essential | Desirable |
|---|-----------|-----------|
| Qualifications | | |
| 1. NVQ level 2 or equivalent qualification or experience. | ✓ | |
| Experience | | |
| 2. Experience of undertaking a range of administrative duties. | ✓ | |
| 3. Experience of, or willingness to learn, a range of computer applications. | ✓ | |
| 4. Experience of school based systems. | ✓ | |
| Knowledge | | |
| 5. Basic knowledge of the work of a school. | ✓ | |
| 6. To have an understanding of and a commitment to Equal Opportunities issues within the workplace. | ✓ | |
| 7. Knowledge of Data Protection Legislation. | ✓ | |
| Skills | | |
| 8. Ability to work in an organised and methodical manner. | ✓ | |
| 9. Ability to maintain efficient record keeping systems. | ✓ | |
| 10. Ability to produce accurate and up-to-date records and reports as required. | ✓ | |
| 11. Ability to convey straightforward information, orally and in writing, to colleagues, pupils, parents etc. | ✓ | |
| 12. Ability to take personal responsibility for organising day to day targets. | ✓ | |
| 13. Ability to demonstrate basic keyboard skills for accurate computer input and retrieval. | ✓ | |
| 14. Ability to work effectively as part of a team. | ✓ | |
| 15. Willingness to participate in development and training opportunities. | ✓ | |
| 16. Ability to handle people at a variety of levels with politeness, sensitivity and tact. | ✓ | |
| 17. Ability to show sensitivity and objectivity in dealing with confidential issues. | ✓ | |
| 18. Ability and willingness to work in a flexible manner. | ✓ | |