

JOB DESCRIPTION

SCHOOL: St. Mary's R.C. Primary & Nursery School

JOB DESIGNATION ADMINISTRATIVE ASSISTANT

GRADE: Grade C

POST OBJECTIVE/S:

Under the direction/instruction of senior staff: provide routine general clerical and administrative support to the school.

MAIN DUTIES AND RESPONSIBILITIES

ORGANISATION
<ul style="list-style-type: none">• Provide a reception and telephone service for all enquiries ensuring that they are dealt with promptly in a courteous manner.• Undertake reception duties, handling general information about the school, face to face enquiries and signing in visitors.• Controlling entry and exit to/from the school, ensuring that visitors sign in/out and that visitor's badges are issued. Dealing with DSB checks from visitors.• Contacting parents of pupils who are absent.• Marketing of the school to include flyers, posters and ticket sales.• Typing and production of the Monthly Newsletter.• Updating administration notice boards.• Updating school website as directed.
ADMINISTRATION
<ul style="list-style-type: none">• Provide routine clerical support e.g. photocopying, filing, faxing, emailing, parent mail, parent texting, complete routine forms.• Provide confidential, personal and administrative support to the Senior Leadership Team.• Maintain manual and computerised records/management information systems.• Undertake typing, word-processing and other IT based tasks.• Sort and distribute mail, including email.• Undertake routine administration e.g. registers, dinner money, supply, arrangement of school trips.• Maintain manual and computerised records through appropriate management information systems, including SIMS.
RESOURCES
<ul style="list-style-type: none">• Operate office equipment e.g. photocopier, computer, fax machine• Input orders, sign for deliveries and check these against the order.• Arrange orderly and secure storage of supplies• Maintain the school inventory• Undertake routine financial administration e.g. collect and record school monies

St. Mary's R.C. Primary and Nursery School

Statement, Job Description and Person Specification for Administrative Assistant (Grade C)

July 2019: Approved

RESPONSIBILITIES
<ul style="list-style-type: none"> • 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 • Contribute to the overall ethos/work/aims of the school • Appreciate and support the role of other professionals • Attend and participate in relevant meetings as required • Participate in training and other learning activities and performance development as required.

Financial Responsibility: Responsibility for basic financial record keeping, invoicing and accounting for income and monies.

Resource Responsibility: Responsibility for ordering and stock control of school supplies and stocks.

Physical Effort: Primarily office based with some requirement for standing, walking, lifting and carrying.

Working Environment: Limited exposure to unpleasant or hazardous situations.

KEY REQUIREMENTS

- Good literacy and numeracy skills
- NVQ Level 2 in Business Administration or equivalent
- Clerical and administrative experience

PERSON SPECIFICATION

ADMINISTRATIVE ASSISTANT

Personal requirements of a successful postholder

Education/Qualifications/Membership of Professional Institutions

Induction/basic skills	E
Good numeracy/literacy skills (GCSE Grade c or equivalent in English and maths)	E
NVQ Level 2 in Business Administration or equivalent	D

Experience

General clerical/administrative work	E
Experience of working in a school environment.	D
SIMS experience	D

Key Skills

Recognise and understand the need for confidentiality.	E
Good understanding and ability to use relevant technology e.g. photocopier	E
Keyboard/computer skills	E
Participate in development and training opportunities	
Welcoming to visitors at the school.	E
Ability to relate well to children and adults.	E
Able to prioritise	E
Efficient and calm.	E
Excellent communication and interpersonal skills.	E
Willing to undergo further training as appropriate.	E
Able to work as part of a team, understanding school roles and responsibilities and your own position within these.	E

Key Knowledge

Appropriate knowledge of first aid.	D
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For information

Category (E) – ESSENTIAL - without which the candidate would be unable to carry out the duties of the post

Category (D) – DESIRABLE FEATURES which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience etc.

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