



## Job Description

### Admin Assistant

<b>Reporting to:</b>	Headteacher, Finance & Health and Safety Manager, HR Facilities & Communications Manager		
<b>Responsible for - Staff</b>	None		
<b>Liaising with:</b>	Headteacher, Senior Leadership Team, School Governors, other members of staff – teaching and non-teaching, LA, parent/guardians, external agencies		
<b>Grade of post:</b>	G3 pro rata	<b>Gauge ref:</b>	
<b>Hours:</b>	15 hours per week (2 days per week), term time plus two weeks to be pre agreed, core working hours 8.00.am – 4.00 pm, days to be agreed.		
<b>Contract:</b>	Permanent		
<b>Disclosure level:</b>	Enhanced		
<b>Base:</b>	Bedford High School		
<b>Date:</b>	September 2019		
<b>Conditions:</b>	Subject to enhanced disclosure, medical and satisfactory references and all pre-employment checks		

<b>Role Title:</b>	
<b>Job purpose:</b>	To provide general administration and clerical support for the human resources and finance functions in the school.

<b>Main duties:</b>
<ul style="list-style-type: none"> <li>To provide general clerical and/or administration support to the Finance Assistant, Finance &amp; Health and Safety and HR, Facilities and Communications Managers</li> <li>To take notes/minutes of meetings as required.</li> <li>To undertake general financial administration which will include raising and processing orders and invoices, chasing unpaid invoices, petty cash processing, preparing statements for budgets as requested, collecting payments and processing trips, preparing interview and induction packs, reference requests, support with the safer recruitment process, maintain effective records of personnel matters and inputting sickness absences/leave of absences.</li> </ul>

- Maintain and update manual and computer records to include management information systems.
- To maintain and process information as required by LA or DFES i.e. free school meals.
- To order equipment as requested
- To respond to general enquiries from staff, pupils, parents and visitors and to undertake reception duties on a rota basis.
- The jobholder may be required to undertake pupil first aid/welfare duties including liaising with parents/carers and staff.

### Other Responsibilities

- To have due regard and comply with all school policies.
- To undertake training as required/continue personal development in the relevant area.
- To participate in own personal review and development appraisal process and to implement agreed targets.
- To participate in team reviews/meetings as required.
- To have good health and safety knowledge in relation to areas of work.
- Develop good working relations with other colleagues and students.
- To contribute to the overall ethos/work/aims of the school.
- To work flexibly in the interest of the school and to undertake such additional duties as are reasonably commensurate with the post and level of responsibility.
- To carry out the duties in the most effective, efficient and economic manner available.
- To undertake Health and Safety Training on areas within your remit as required. To carry out the duties in the most effective, efficient and economic manner available
- To undertake First Aid Training

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date above but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

# Person Specification Admin Assistant

## A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of using a range of computer packages i.e. Word, EXCEL	E		A, I, T
Experience of undertaking a range of routine clerical tasks	E		A, I
Experience of undertaking basic financial procedures	E		A, I, T
Experience of using internet, sending/receiving email	E		A, I
Previous experience of working with children of a relevant age		D	A, I

## B. Training and Qualifications

	Essential	Desirable	Source
Literacy & numeracy to undertake the tasks of the post	E		A, I
NVQ level 2 in Business Administration or relevant equivalent qualification/experience or willingness to work towards it	E		A, I
Willingness to obtain basic first aid certificate	E		I

## C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of general office procedures	E		A, I
Understanding of general financial procedures		D	A, I
Knowledge of school related office		D	A, I

procedures			
Knowledge of working within a school setting or learning resource facility		D	A, I

## D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Understanding of the need and ability to maintain confidentiality	E		
Ability to complete tasks to deadlines with excellent attention to detail.	E		A, I
Good communication skills to respond to general enquiries	E		A, I
Ability to work effectively as part of a team and individually	E		A, I, R
Ability to take messages accurately and pass them on to the relevant person	E		A, I
Ability to respond to and resolve routine problems	E		A, I
Ability to work in accordance with the schools health and safety policies	E		A, I

## E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I