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**JOB DESCRIPTION**

**SCHOOL: Greenside Primary School**

**JOB DESIGNATION ADMIN ASSISTANT**

**GRADE: Grade C APTC**

**POST OBJECTIVE/S:**

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

# MAIN DUTIES AND RESPONSIBILITIES

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| ORGANISATION |
| * Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors. * Marketing of the school to include flyers, posters and ticket sales. * Monthly Newsletter. * Updating admin notice boards. * Play an active role in school fundraising * Updating school website |
| ADMINISTRATION |
| * Provide routine clerical support e.g. photocopying, filing, faxing, emailing, parent mail, complete routine forms * Maintain manual and computerised records/management information systems * Undertake typing, word-processing and other IT based tasks * Sort and distribute mail * Undertake routine administration e.g. registers, dinner money, supply, trips. |
| RESOURCES |
| * Operate office equipment e.g. photocopier, computer * Arrange orderly and secure storage of supplies * Undertake routine financial administration e.g. collect and record school monies * Place orders as directed by the School Business Manager |
| RESPONSIBILITIES |
| * 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. |

**PERSON SPECIFICATION**

**ADMIN ASSISTANT**

**Personal requirements of a successful postholder**

**Education/Qualifications/Membership of Professional Institutions**

Induction/basic skills E

Good numeracy/literacy skills E

**Experience**

General clerical/administrative work E

Experience of working in a school environment. D

SIMS experience E

**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 E

Work constructively as part of a team E

Understand school roles and responsibilities and your own position within these E

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

**Key Knowledge**

Appropriate knowledge of first aid. D

**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.**