

SCHOOL LOGO

## Job Description

### Details of Post

- Title: Administrative Assistant (Level 2) Primary
- School/ Federation/Academy/Trust:
- Reporting to:
- Main Workplace:
- Post Number:
- Grade and SCP: Grade 5 (SCP 6-7)

*The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.*

*All support staff posts are subject to the Asylum and Immigration requirements.*

### Purpose of Post

- Under the direction/guidance of senior staff (Admin Officer/Office Manager), provide general administrative/financial support to the school.

### Principal Duties and Responsibilities

#### 1. Organisation

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors.
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist in arrangements for schools' trips, events etc.
- Liaison with EWO and parents.

#### 2. Administration

- Provide general clerical/administrative support e.g. photocopying, filing, faxing, completing standard forms, responding to routine correspondence.
- Update and maintain computer records.
- Produce lists and analysis of data from manual and computer records.
- Produce lists/information/data as required e.g. pupils' data.
- Undertake word-processing and other IT based tasks.
- Take notes at meetings.
- Sort and distribute mail.
- Undertake administrative procedures, registers, school meals etc.
- Maintain and collate pupil reports.
- Undertake routine administration of school lettings and other uses of school premises.
- Maintain stock and supplies and re-order as required.

#### 3. Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet).

- Respond to routine correspondence.
- Maintain stock and supplies, cataloguing and distributing as required.
- Operate uniform/snack/other 'shops' within the school.
- Provide general advice and guidance to staff, pupils and others.
- Undertake general financial administration e.g. processing orders, collecting and recording cash, assisting with banking.

#### **4. Other Responsibilities**

- Be aware of and comply with all school policies and procedures.
- Be aware of and support difference 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 meetings as required.
- Participate in training and other learning activities and performance development as required.

#### **5. Safeguarding**

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

#### **6. Data Protection and other statutory responsibilities**

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.

#### **7. Other Duties**

- Any other duties that the Headteacher/EHT/CEO/Governing Body/Trustees feel is/are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

#### **8. Review and Signatures**

- This job description is subject to review by the Headteacher/EHT/CEO/Governing Body/Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

### **Job Description and Personal Specification agreed by:**

**Post holder:** .....

**Signed:** ..... **Date:** .....

**Name of line manager:** .....

**Signed:** ..... **Date:** .....