

Job Description: Administration Assistant

Salary	Grade 3 (SCP 6-9)
Purpose of job: To assist the administration team in the provision of clerical and administrative duties.	
Main responsibilities, Tasks and Duties <ul style="list-style-type: none">● To carry out telephone, reception and messenger duties. To provide administrative support, including filing, word processing and reprographics work and data input.● To open, distribute incoming mail, record and send outgoing mail. Receive incoming goods and check against orders as required.● To assist the arrangement of routine in school activities such as medical/dental examinations, school photographs, induction evenings etc.● To assist with the general administration of work experience, school trips etc.● To assist in the compilation of such reports and records, and assessment of data as may be required by the school, governors, Education Authority or DfES.● To assist in the compilation, maintenance and analysis of registers.● To maintain such records as may be required, including admissions, leavers, staff and student records.● To liaise with parents as directed regarding issues relating to individual pupils, including investigating absences.● To handle cash in line with the schools finance policy, which may include collecting money from pupils and parents.● To input data onto computerized systems eg. Arbor (or other database software) as required.	
Management/Supervision of people None.	
Creativity and Innovation Work is straightforward and carried out under supervision and within set procedures with little opportunity for creativity.	
Decisions <ul style="list-style-type: none">a) Discretion - Work is carried out within clearly defined policies and procedures; advice can be sought from line manager.b) Consequences – impact on school administrative processes, which is likely to be easily identified and remedied.	
Resources General office equipment needed to carry out tasks, such as PC and audio equipment. To handle cash in line with the schools finance policy, which may include collecting money from pupils and parents	
Work Environment <ul style="list-style-type: none">a) Work demands Work is subject to many interruptions from reception/telephone duties; this is part of the role and does not cause any significant change to the overall tasks to be carried out.b) Physical demands General office work, may involve long periods of working at a computer.c) Working conditions Work is carried out in a well-lit/ventilated office environment	

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d) Work context

Contact with parents/carers, students and employees on matters which are routine and non-contentious. The post holder may have limited exposure to abuse/aggression from students, parents and carers.

Knowledge and Skills

No formal qualification required

Keyboard skills, Computer literate

Desirable – 6 months relevant experience

CLAIT or equivalent qualification

NVQ2 in relevant discipline

Other Duties

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Person Specification

Attributes	Essential	Desirable	Evidence
Education and Training Attainments		<ul style="list-style-type: none">• NVQ Level 1 in Business Administration• GCSE or equivalent in Maths, English or equivalent level of competency	Interview Application
Skills and Abilities	<ul style="list-style-type: none">• Ability to communicate effectively with staff and parents• Work as part of a team• Manage workload to ensure deadlines are met.• Maintain confidentiality at all times.• IT Literate• Flexible working approach		Interview Application
General and Special Knowledge		<ul style="list-style-type: none">• Previous experience within an Education Setting• Knowledge of Education Policies and procedures.	Application Certificates
Additional Factors			Interview Application

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