

## GENERIC JOB DESCRIPTION - SCHOOLS

Job information as shown on organisation chart

<b>Job Title:</b> Administrative Assistant – L2	<b>Post No:</b> GEN18	<b>Grade:</b> HC3
<p><b>Organisational information:</b></p> <p><b>Responsible to:</b> Headteacher</p> <p><b>Professionally responsible to:</b> <i>(where appropriate)</i></p> <p><b>Dimensions:</b> <i>(quantifiable measures relating to the post, such as number of staff managed, number of patients, size of local population, budgets and so on)</i></p> <p><b>Responsible for:</b></p> <p><b>Key relationships/Functional links with:</b> <i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i></p> <p><i>Internal:</i> Pupils, staff, parents, officers of the LEA, and other agencies, as necessary.</p> <p><i>External:</i></p>		
<p><b>Main Purpose of Job:</b></p> <p>Under the guidance of senior staff to provide general administrative/financial support to the school.</p>		
<p><b>Main Responsibilities / Accountabilities</b> <i>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation</i></p> <p><b>Administrative Tasks</b></p> <ul style="list-style-type: none"> <li>• To undertake reception duties, answering routine enquiries and signing visitors in and out of the school.</li> <li>• To respond to routine correspondence, whether by email, fax or letter.</li> <li>• To answer routine telephone enquiries, and take messages or pass on to other members of staff, as required.</li> <li>• To take notes, if necessary, at meetings and distribute these accordingly.</li> <li>• To open and distribute the post at the start of the school day, and to ensure that outgoing post is dispatched.</li> <li>• To assist with arrangements for school trips, photographs, work placements, events etc.</li> <li>• To word process letters and other documents, as required.</li> <li>• To file documents.</li> </ul>		

**Resources/Finance**

- To undertake routine administration of school lettings, if required.
- To photocopy worksheets and other materials, and help with the collation and distribution of these, if necessary.
- To maintain records of school stationery supplies and other school resources. To discuss any shortages with the head teacher and initiate and process orders, as directed.
- To assist with the processing of invoices and pass these forward for signature/payment in accordance with established procedures.
- To collect money from pupils, and ensure accurate records are kept.
- To use petty cash to make local payments and keep records of expenditure.
- To be responsible for the safe transport of monies to the designated bank, or other establishment, if required.

**Information**

- To maintain manual records and computer databases.
- To produce lists/information/data as required e.g. class lists, free school meals, school transport.
- To assist with the maintenance and collation of pupil reports.
- To maintain records relating to attendance and produce data on these.

**DATA QUALITY**

To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

**Job Activities:****Other information:**

- Disclosure type: Enhanced.

**General information:**

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:	Line Manager Signature: Date:
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Date Job Description last reviewed:

October 2013
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## GENERIC PERSON SPECIFICATION - SCHOOLS

Job information as shown on organisation chart

<b>Job Title:</b> Administrative Assistant – L2	<b>Post No:</b> GEN18	<b>Grade:</b> HC3
All candidates will be considered on their ability to meet the requirements of the person specification	<b>Essential criteria</b>	<b>Method of Assessment*</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a clerical/administrative role.</li> </ul>	AF, I
<b>Skills and Abilities</b> <i>Including personal attributes</i>	<ul style="list-style-type: none"> <li>Good keyboard skills (accurate - 30 wpm)</li> <li>Ability to accurately follow instructions and written schedules.</li> <li>Able to communicate effectively with parents, pupils and visitors to the school.</li> <li>Well-organised and flexible approach to work.</li> <li>Ability to work constructively and supportively as part of a team.</li> <li>Good attention to detail.</li> <li>Able to work on own initiative but seeks advice from others when necessary.</li> </ul>	AF, I
<b>Qualifications and Training</b> <i>including professional qualifications</i>	<ul style="list-style-type: none"> <li>GCSE Maths or English, or equivalent</li> </ul>	AF
<b>Other Factors</b> <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i>	<ul style="list-style-type: none"> <li>Commitment to working with young people.</li> <li>Willingness to work in support of the inclusive ethos of the school.</li> <li>Police clearance.</li> </ul>	I  DBS Police Check
Line Manager Signature:		
Date:		

\*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

October 2013