

JOB DESCRIPTION

Post: Administrative Assistant

Salary: Grade 3

Main Job Purpose

Undertake administration services within the school. Complete general administrative duties including reprographics, undertaking manual and computer data entry/extraction.

Main responsibilities and duties

- To complete appropriate data input and paperwork associated with the clerical and administrative needs of the school (e.g. school transport records, pupil database)
- To provide administrative support to all areas of the school (e.g. pupil listings, word-processing)
- To undertake reprographics duties in accordance with the needs of the school
- To receive telephone calls and visitors and take appropriate action
- To undertake general office duties, including collation/copying reports and documents, organising and maintaining filing systems, archiving data and assisting in the absence of colleagues
- To be responsible for processing incoming and outgoing mail
- Undertake other duties as directed and commensurate with the grading of the role
- Promoting and safeguarding the welfare of children and young people in accordance with the Trust's safeguarding and child protection policy

Knowledge & Skills

- Keyboard skills, to be able to work accurately, under own initiative for short periods of time and to work in an organised and flexible manner
- Good telephone manner
- Ability to work on own initiative and as part of a team

Supervision and management

The post holder will often be required to work without direct supervision. Supervision will be present where necessary.

Problem Solving and Creativity

At busy times, need to prioritise.

Key Contacts and Relationships

Daily contact by telephone/face to face with Headteacher/Staff/Pupils/Parents and other visitors to the school.

Decision Making

There is a need to establish the importance and urgency of contacts made

Resources

General Office equipment (e.g. Word-processor, photocopier, telephone and post/franking machinery.)

Working Environment:

- The post holder will be required to stand and walk as a part of their role; there are limited requirements for lifting and carrying (e.g. files, mail, boxes, office items, stationery).
- Concentration required for periods of up to two hours at a time with limited work-related pressure due to conflicting demands from telephone calls and internal and external support requests.