**Administrative Assistant**

**Job Description**

**Grade: GR2**

1. **Job Purpose**
	1. The provision of full administrative support to the Head Teacher to ensure the effective administration of the school.
2. **Key Responsibilities**
	1. Responsible, under the direction of the Head Teacher, for financial matters having due regard to the appropriate financial directions and regulations of the Authority.
	2. Manage and administer attendance and school meals via systems Scholar Pack and School Money
	3. Ensure the provision of an effective and efficient administrative, secretarial and clerical support to the Head Teacher and other teaching staff as required in specialist areas i.e. photocopying, postage, letters and maintaining accurate filing system i.e. pupil information, on the school internal network system.
	4. Generally - organise, plan and control workloads and procedures. The interpretation and the provisions of regulations and directives, and the provision of advice on matters within the scope of the job.
	5. Confidential work for the Head Teacher such as preparation of confidential reports, references on staff, pupils and probationary teachers.
	6. Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
	7. To ensure all tasks are carried out with due regard to Health and Safety.
	8. To undertake appropriate professional development including adhering to the principle of performance management.
	9. To adhere to the ethos of the school.
		1. To promote the agreed vision and aims of the school.
		2. To set an example of personal integrity and professionalism.
		3. Attendance at appropriate staff meetings and parents evenings.
	10. Any other duties as commensurate within the grade in order to ensure the smooth running of the school.
3. **Supervision Received**
	1. Supervising Officer’s Job Title: Office Manager
	2. Level of supervision:

1. ~~Regularly supervised with work checked by supervisor~~

2. Left to work within establishment guidelines subject to scrutiny by supervisor

3. ~~Plan own work to ensure the meeting of defined objectives~~

1. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

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| --- | --- | --- | --- |
| **Post Title** | **Grade** | **No of Posts** | **Level of Supervision** (as in 3.2 above) |
| **N/A** |  |  |  |

1. **Special Conditions**
	1. None

**Person Specification**

**Method of Assessment (MOA)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| AF Application Form | C Certificate | I Interview | T Test or Exercise | P Presentation |

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential** | **MOA** |
| **Education/****Qualifications**NB: Full regard must be paid to overseas qualifications. | A\* - C in GCSE English or equivalentAn intermediate or above qualification in word processing/typing skills | AF/CAF/C |
| **Experience**Relevant work and other experience | Experience in a general administration environmentExperience of Microsoft Word packageExperience of using database applicationsExperience of reception work | AF/IAF/I/TAF/TAF/I |
| **Skills & Ability**e.g. written communication skills, dealing with the public etc. | Able to communicate effectively and accurately both verbally and in writingAble to communicate in a clear and concise manner both on the telephone and face to faceAbility to write clear, letters and reportsAbility to complete work to the required standards of accuracy and presentation – in a timely fashionAbility to develop and maintain effective working relationships with a wide range of peopleAbility to work on own initiative with minimum supervisionAbility to follow written and verbal instructions – to complete tasksKnowledge of standard office proceduresKnowledge of standard office equipment – i.e. photocopier; laminator; shredder | AF/IAF/I/TAF/I/TAF/I/TAF/IAF/IAF/IAF/I |
| **Training** | Willing to undertake job and task related training i.e. online system demonstrations e.g. Inventry and Scholar Pack – pupil records & training courses via NCSL (National College of School Leadership) | AF |
| **Other** | Marsh Hill Primary School has a number of online systems i.e. Safeguarding – My Concern; The School Bus - Policy Manager it is a requirement of the employee to engage and acknowledge as part of compliance and CPD. |  |

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by: Michelle Dunkley, School Business Manager

Date: 27th June 2023