

# **Administrative Assistant**

## **Job Description**

**Grade: GR2 subject to formal evaluation under the Pay Equity Review**

### **1. Job Purpose**

- 1.1 The provision of full support to the Head Teacher to ensure the effective administration of the school.

### **2. Key Responsibilities**

- 2.1 Responsible, under the direction of the Head Teacher, for financial matters having due regard to the appropriate financial directions and regulations of the Authority.
- 2.2 Manage petty cash resources.
- 2.3 Ensure the provision of an effective administrative secretarial and clerical support to the Head Teacher and other teaching staff as required in specialist areas.
- 2.4 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.
- 2.5 Confidential work for the Head Teacher such as preparation of confidential reports, references on staff, pupils and probationary teachers.
- 2.6 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.
- 2.7 To ensure all tasks are carried out with due regard to Health and Safety.
- 2.8 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.9 To adhere to the ethos of the school.
  - 2.9.1 To promote the agreed vision and aims of the school.
  - 2.9.2 To set an example of personal integrity and professionalism.
  - 2.9.3 Attendance at appropriate staff meetings and parents evenings.

2.10 Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

**3. Supervision Received**

3.1 Supervising Officer's Job Title: \_\_\_\_\_

3.2 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~~

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

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

**5. Special Conditions**

5.1 None

## Person Specification

### Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.	A* - C in GCSE English or equivalent	AF/C
	An intermediate or above qualification in word processing/typing skills	AF/C
<b>Experience</b> Relevant work and other experience	Experience in a general administration environment	AF/I
	Experience of Microsoft Word package	AF/I/T
	Experience of using database applications	AF/T
	Experience of reception work	AF/I
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	<b>*Delete if not applicable</b>	AF/I
	*An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b>	AF/I/T
	Able to communicate effectively and accurately both verbally and in writing	AF/I/T
	Able to communicate in a clear and concise manner both on the telephone and face to face	AF/I/T
	Ability to write clear, letters and reports	AF/I
	Ability to complete work to the required standards of accuracy and presentation	AF/I
	Ability to develop and maintain effective working relationships with a wide range of people	AF/I
	Ability to work on own initiative with minimum	AF/I
	Knowledge of standard officer procedures	
	Knowledge of standard office equipment	
<b>Training</b>	Willing to undertake job related training	AF
<b>Other</b>		

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

Reviewed by:

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Date:

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