

# **Administrative Assistant**

## **Job Description**

**Grade: GR2**

### **1. Job Purpose**

- 1.1 The provision of full support to the Senior Leadership Team to ensure the effective administration of the school.

### **2. Key Responsibilities**

- 2.1 Ensure the provision of an effective administrative secretarial and clerical support to the Senior Leadership Team, Senior Office Manager and other staff as required in specialist areas.
- 2.2 Providing Reception support to the school. Receiving, signing in and dealing with or directing students, parents, and other school visitors as appropriate. This will include taking telephone calls and delivering messages as appropriate.
- 2.3 To operate the school's information registration system daily, through investigation, monitoring and pursuing reasons for absences.
- 2.4 Preparation of returns and records.
- 2.5 Generally organise, plan and control workloads and procedures, including the provision of advice on matters within the scope of the job.
- 2.6 Confidential work for the Senior Leadership Team such as preparation of confidential reports etc.
- 2.7 Support, under the direction of the Senior Leadership Team, with financial matters having due regard to the appropriate financial directions and regulations of the Academy.
- 2.8 Manage petty cash resources.
- 2.9 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.10 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.
- 2.11 To ensure all tasks are carried out with due regard to Health and Safety.
- 2.12 To adhere to the ethos of the school.

2.12.1 To promote the agreed vision and aims of the school.

2.12.2 To set an example of personal integrity and professionalism.

2.12.3 Attendance at appropriate staff meetings and parents evenings.

2.13 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: Senior Office Manager

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
---------------------	---------------	-------------	--------------------	----------------

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> *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
	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>Safeguarding</b>	Enhanced DBS is essential.  <i>This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role.</i>	

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

Reviewed by:

---

Date:

---