

School / Leeds City Council Job Description

Service

General Administration

Post Title

Administrative Assistant

GRADE

B1

JE Ref

Post(s) to which directly responsible

Business Manager

Post(s) for which directly responsible

None

Purpose of job

- To assist in providing a range of administrative support for internal and external customers

Responsibilities

- To be aware of and comply with procedures and policies relating to safeguarding of children in all aspects of their school day.
- To work as part of a team to provide customer focussed services
- To undertake administrative duties including:
 - Front of house duties including answering the telephone
 - Meeting and greeting visitors following safeguarding guidelines
 - Deal with enquiries in a confidential and sensitive manner
 - Preparing routine correspondence
 - Copying, laminating, opening post
- To maintain accurate records
 - Updating pupil records, milk registrations and dinner registers
- To maintain accurate pupil medication records and ensure all data is accurate, current and relevant.
- Arranging and managing after school clubs including liaising with Leeds City Council regarding external lettings
- Liaising with school committee regarding Exceptional Leave Requests, completing the appropriate paperwork and responding to parents
- Produce weekly registers, accurately maintain child records on SIMS and updating Excel spreadsheets with dinner choices.
- Monitoring stock supplies
- Collate and update data collection forms.
- To use IT applications and Databases effectively to deliver administrative tasks
- To communicate effectively with internal & external customers and colleagues in relation to work undertaken
- To prioritise work to meet conflicting deadlines
- To collate and prepare information from a variety of sources
- To work with others to help improve work organisation and effectiveness
- To ensure promotion and support of Equal Opportunities and Health & Safety
- To undertake any other duties that are commensurate with the post

Relationships

The postholder will be required to work flexibly to deliver an efficient Service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

Physical Conditions

This post is based at Shadwell Primary School.

Shadwell Primary ground floor area is accessible through the main school entrance; access to four of the classrooms is via stairs.

This post is subject to an enhanced Disclose and Barring Service check.

The School operates a non-smoking policy.

Economic conditions

Grade: Level B1
 Annual Leave: Term time only working
 Hours: **15** hours per week
 Conditions of Service: NJC Conditions apply

Prospects**Promotion**

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training

The School encourages training both "in-house" and external to meet the needs of the individual and of the Service.

QUALIFICATIONS

GCSE or equivalent in Maths and English GCSE grade A-C minimum (levels 5-9)

Commented [HR1]:

Job Description Prepared / Reviewed by: H.Hilton/L.Humphreys **Date:** 4/5/21

Job Description Approved by: L. Humphreys **Date:** 4/5/21

EMPLOYEE SPECIFICATION:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Able to communicate effectively with a wide range of people	*		A/I
Able to input/ retrieve information from databases.	*		A
Able to process documentation using Microsoft Office suite of applications including Word and Excel	*		T
Able to accurately enter/retrieve data information from management information systems.	*		A
Able to work flexibly as part of a team & show initiative	*		A/I
To be self-motivating and be able to prioritise work to meet conflicting deadlines	*		T
Able to demonstrate good numeracy & literacy skills	*		A

KNOWLEDGE/QUALIFICATIONS	Ess	Des	MOA
Knowledge of general office procedures and practice	*		A/I
Knowledge/qualifications demonstrating ability in numeracy and literacy GCSE or equivalent in Maths and English GCSE grade A-C minimum (levels 5-9)	*		A/C
Confidence and knowledge to use a range of IT applications in the completion of responsibilities	*		A/I
NVQ Level 3 or equivalent		*	A/C

EXPERIENCE	Ess	Des	MOA
Experience of dealing with queries from a wide range of people	*		A/I
Experience of working in partnership with others to deliver work to set deadlines	*		A
Experience of providing customer focussed services	*		A
Experience of participating in teamwork	*		A/I
Experience in the use of the Microsoft Office package	*		A/T

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		A
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		A
Can use own initiative	*		A/I
An ability to respect sensitive and confidential work.	*		A/I
Commitment to own personal development and learning.	*		A/I

METHOD OF ASSESSMENT(MOA)	A = Application Form
	T = Test
	I = Interview
	C = Certificate