

**Service**

General Administration

**Post Title**

Administrative Support

**GRADE**

Level 3 (B3)

**JE Ref**

395

**Post(s) to which directly responsible**

Immediate Line 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 ensure the safeguarding of children in all aspects of their school day
- To work as part of a team to provide customer focussed services
- To deal with enquiries from internal and external customers
- To prioritise work to meet conflicting deadlines
- To maintain accurate records and track progress of work
- To undertake administrative duties including:
  - Preparing more complex correspondence
  - Managing meeting rooms & dealing with hospitality and arrangements for attending conferences
  - Raise orders, check invoices and ordering & monitoring stocks supplies
- To use IT applications and Databases effectively to deliver administrative tasks
- To input and retrieve data using computerised systems
- To collate and prepare information from a variety of sources
- To communicate effectively with internal & external customers and colleagues in relation to work undertaken
- To work with others to help improve work organisation and effectiveness
- To assist in the training of new team members
- 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**

The post is currently based at Bramham Primary School, although there may be an occasional requirement to work at Shadwell Primary

Bramham Primary School ground floor area is accessible by a ramp; access to three of the classrooms is via stairs.

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: B3 depending on level of experience

Annual Leave: Term time only working (plus 5 days)

Hours: 35 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**

NVQ level 3 or equivalent

GCSE or equivalent, Maths and English grade A-C minimum

**Job Description Prepared / Reviewed by:** H. Hilton/L. Humphreys **Date:** 3/7/20

**Job Description Approved by:** L. Humphreys **Date:** 3/7/20