

## Job Outline

POST TITLE: Administrative Assistant

POST NO:

GRADE: Grade 5

CONTRACTUAL ARRANGEMENTS:

ACCOUNTABLE TO:

### **PURPOSE OF THE JOB**

To support the Administration Officer in undertaking a variety of administrative and clerical procedures to support the efficient running of the school office

### **KEY ACCOUNTABILITIES**

1. To answer the telephone, receive visitors to the school and deal with routine enquiries;
2. To undertake the typing / word-processing, collation and distribution of correspondence, reports, minutes and other documents as required;
3. To undertake administrative duties including record keeping, ordering, photocopying, filing, and dealing with incoming and outgoing mail
4. To use computer systems (e.g. SIMS, TUCASI) to input details, analyse and interpret data, run reports and make returns as required;
5. To collect money and record payments for school meals, trips and events;
6. To liaise with other school staff, school associations and outside agencies/organisations as appropriate
7. To provide welfare support to the pupils of the school. This may include undertaking minor first aid duties, assisting children with personal hygiene and notifying parents when children are ill;
8. To provide assistance to the teaching staff, including photocopying and preparation of materials
9. To assist with basic personnel and financial administration as required, in support of other members of the administrative team
10. To carry out any other administrative or clerical procedure, within the responsibility level of the post, as directed by the Head Teacher or Admin Officer.

### **Supporting the school**

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

### **OTHER DUTIES**

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

The postholder must:

- Ensure that trust policies and procedures are implemented and followed;
- Work as appropriate with the Trust Central Services team in matters relating to finance, HR, IT and Health and Safety