

JOB OUTLINE - Administrative Assistant

GRADE: Scale 3

RESPONSIBLE TO: Administrator / Headteacher

JOB PURPOSE

Under the guidance of senior staff, to provide a comprehensive secretarial/administrative/financial support service for the Headteacher or other members of staff.

JOB RESPONSIBILITIES AND TASKS

Specified tasks from the attached list.

POSTS AT THIS LEVEL:

- Consist of more involved tasks which require a good standard of practical knowledge and skills.
- May have some supervisory responsibility for temporarily assigned or shared employees, including on-the-job training or the allocation and checking of work for quality and quantity.
- Creativity is a feature of the job but exercised within the general framework of recognised procedures.
- Contact with other people relates to issues which are generally not contentious but where the outcome may not be straightforward. Advice or guidance provided to others within the school relates to issues that are less well established.
- Work within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.
- May have responsibility for the accurate handling and security of small sums of cash, cheques or financial resources.

QUALIFICATIONS, KNOWLEDGE & SKILLS REQUIRED

- NVQ 3 or equivalent qualification or experience in relevant discipline
- Very good numeracy/literacy skills
- The ability to support staff/pupils/respond to parents through fluent and accurately spoken English
- Effective use of ICT and other specialist equipment/resources
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
- Very good ICT skills
- Ability to relate well to children and adults

- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these

PRINCIPAL CONTACTS

Pupils, parents, visitors, teachers, Headteacher, Governors, suppliers, contractors.

Post holders will undertake tasks from this list, performed at the level indicated in the Job Outline for the appropriate grade:

- Deal with complex reception/visitor etc. matters
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Organise school trips/events etc.
- Administration of recruitment and other personnel procedures
- Manage manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake typing and word-processing and complex IT based tasks
- Provide administrative and organisational support to other staff
- Undertake administration of complex procedures
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfE
- Undertake the administration of Payroll systems
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Manage uniform/snack/other 'shops' within the school
- Provide advice and guidance to staff, pupils and others
- Undertake research and obtain information to inform decisions
- Manage administration of facilities including use of school premises
- Assist with marketing and promotion of the school
- Undertake complex financial administration procedures
- Assist with the planning, monitoring and evaluation of budget and manage expenditure within an agreed budget

n.b. This list is not exhaustive.