

Job Description: Administrative Assistant

Job Purpose

Work as part of the Administration Team providing an efficient, courteous and effective administration service to the school.

Grade: Grade 2

Base: Castleside/Catchgate/Beamish/ Pelton Primary School

Responsible to: School Business Manager/Headteacher

Main Responsibilities

Cover the school reception as required.

As 'front of house', ensure all visitors entering the school are warmly welcomed and signed in following the visitors and safeguarding procedures.

Respond to enquires via telephone calls and e mail or in person efficiently and in a polite and professional manner.

Relay information received to appropriate staff in a timely manner, ensuring details are accurate.

Reprographics duties as required.

Deal with incoming post and deliveries as required, directing them as appropriate.

Use school IT systems effectively to record and update information and provide reports as required.

Support the preparation of a range of different documents e.g. reports, correspondence.

Help to maintain school communication systems e.g. website, newsletters, information for parents etc.

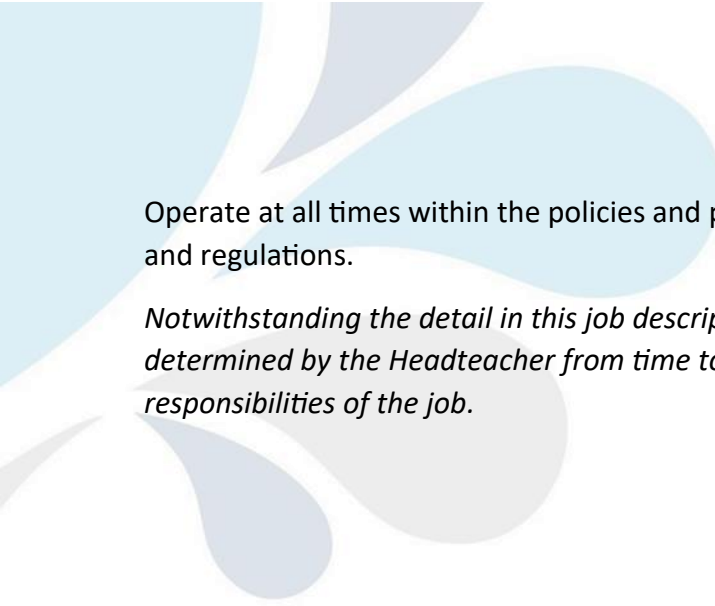
Provide pastoral care and support to sick and injured children taking appropriate action as necessary including ensuring parents and school staff are informed.

Assist in the organisation of school events.

Act as a positive role model for colleagues and pupils, promoting appropriate standards with regard to punctuality, attendance, dress, conduct and standards of work.

Take reasonable care of own health and safety and that of others and informing relevant staff of any concerns.

Ensure the safeguarding of pupils and remain vigilant to any safeguarding risks within the school environment and community.



Operate at all times within the policies and procedures of the Trust, including financial procedures and regulations.

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the main responsibilities of the job.

Person Specification: Administrative Assistant

Criteria	Essential	Desirable	Method of Assessment
Qualifications and training	NVQ 2 (or equivalent qualification) in a relevant discipline e.g. business administration. Level 2 qualification in English & Maths	Trained first-aider	Application form/Interview
Experience	Experience of undertaking administrative duties.	Experience of working in a school. Experience of developing and operating administrative systems	Application form, References
Professional Skills & Knowledge	Excellent customer care skills Good standard of numeracy Good verbal and written communication skills and ability to communicate with a range of audiences User of Microsoft Office including Microsoft Word, Excel and other office systems. Ability to build and maintain effective relationships and personal boundaries with students and parents/carers. Understands and acts on responsibility for the safeguarding and welfare of students	Knowledge of policies and procedures relating to child protection. Knowledge of confidentiality and data protection.	Application form, Interview/Assessment, References

Personal attributes	A high level of personal effectiveness including good organisational, planning and prioritisation skills and ability to meet deadlines Ability to work effectively as part of a team Punctual and reliable Suitability to work with children		Application form, Interview/Assessment, References
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