



## Job Description – Administrative Assistant

**Post:** Administrative Assistant

**Overview:** To provide an administrative support service to the Principal and the school under the direction or instruction of the Principal or other senior staff. This will include some basic finance duties and the role may involve the post holder demonstrating their own duties and providing advice and guidance to new employees and others.

**Salary:** SCP 4- 6

**Responsible to:** Office Manager

### Core Purpose

Works within the busy environment of the school office managing the administration for the school, providing an administrative, reprographics, budget monitoring and reception service, where excellent organisational skills are essential in order to deal with the variety of tasks that need to be undertaken

This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

### Main Responsibilities

- Reception management
- Safeguarding checks for visitors
- Purchase ordering and processing invoices.
- Matching goods to orders
- Reconciliation of Petty Cash / School credit card
- Maintain asset register including high value items and items of a portable nature
- Check admin shared mailbox, signposting as necessary
- Update and check admin shared calendar
- Administer MIS (Arbor) including joiners, leavers and any pupil changes
- General admin ICT support / ICT assistance (e.g. spreadsheets, folders)
- Organising rooms and refreshments for meetings.
- Ad-hoc administrative support to staff (photocopying etc...)
- Contact external providers for ICT, photocopier, phone issues
- School stationery stocks
- First aid stocks
- Exams Administrator
- Fire Warden

## **Communications**

- Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers.
- Undertake reception duties; act as first point of contact in response to telephone and face to face enquiries.
- Attend staff meetings and training days by agreement with the Principal.

## **People/Resource Management**

- Participate in the school's performance management system.
- Assist senior staff with budget preparation and revision as necessary.
- Assist in monitoring the school budget on a regular basis. In addition to maintaining computerised records this involves liaison with the Principal
- Undertake some administration of school accounts, including handling of small amounts of cash, collecting monies and payments of bills and invoices.
- Assist in the induction of new employees
- Monitor stock levels, order office materials, equipment and services and check incoming orders
- Highlight additional training and supervision needs to build on your skills and knowledge.
- Participate in training and other learning activities and performance development as required.

## **Safeguarding**

- Know about data protection issues in the context of your role.
- Maintain confidentiality as appropriate
- Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report concerns to.
- Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation.

## **Systems and Information**

- Maintain computerised and manual pupil/staff records.
- Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences.
- Share information appropriately – in writing, by telephone, electronically and in person.

## **Data Protection**

- To comply with the Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.

## **Health and Safety**

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.

## **Equalities**

- We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.
- Within own area of responsibility work in accordance with the aims of the Equality Policy Statement