

Administrative Assistant

Job Description

Grade: GR2

1. Job Purpose

- 1.1 The provision of full support to the Head Teacher to ensure the effective administration of the school.

2. Key Responsibilities

- 2.1 Responsible, under the direction of the Head Teacher, for financial matters having due regard to the appropriate financial directions and regulations of the Authority.
- 2.2 Process orders and invoices as required and liaise with suppliers.
- 2.3 Ensure the provision of an effective administrative secretarial and clerical support to the Head Teacher and other teaching staff as required in specialist areas.
- 2.4 Generally organise, plan and control workloads and procedures. The interpretation and the provisions of regulations and directives, and the provision of advice on matters within the scope of the job.
- 2.5 Confidential work for the Head Teacher such as preparation of confidential reports, references on staff, pupils and probationary teachers.
- 2.6 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.7 To ensure all tasks are carried out with due regard to Health and Safety.
- 2.8 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.9 To adhere to the ethos of the school.
 - 2.9.1 To promote the agreed vision and aims of the school.
 - 2.9.2 To set an example of personal integrity and professionalism.

2.9.3 Attendance at appropriate staff meetings and parents evenings.

2.10 Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

3. Supervision Received

3.1 Supervising Officer's Job Title:

3.2 Level of supervision:

1. ~~Regularly supervised with work checked by supervisor~~
2. Left to work within establishment guidelines subject to scrutiny by supervisor
3. ~~Plan own work to ensure the meeting of defined objectives~~

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5. Special Conditions

5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	A* - C in GCSE English or equivalent	AF/C
	An intermediate or above qualification in word processing/typing skills	AF/C
Experience Relevant work and other experience	Experience in a general administration environment	AF/I
	Experience of Microsoft Word package	AF/I/T
	Experience of using database applications	AF/T
	Experience of reception work	AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	*Delete if not applicable *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	AF/I
	Able to communicate effectively and accurately both verbally and in writing	AF/I/T
	Able to communicate in a clear and concise manner both on the telephone and face to face	AF/I/T
	Ability to write clear, letters and reports	AF/I
	Ability to complete work to the required standards of accuracy and presentation	AF/I
	Ability to develop and maintain effective working relationships with a wide range of people	AF/I
	Ability to work on own initiative with minimum	AF/I

	Knowledge of standard officer procedures	
	Knowledge of standard office equipment	
Training	Willing to undertake job related training	AF
Other		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date:
