

JOB DESCRIPTION

Job Details

Post Title	Administrative Assistant
Responsible to	Line Manager

Purpose of job

To provide general clerical or administrative support to the school under the direction/instruction of senior staff.

Responsibilities

1. Provide general administrative support e.g. photocopying, filing, faxing, emailing, and completion of routine forms/templates. This could be directly supporting the Principal.
2. Update manual and computerised records/management information systems with basic information.
3. Open, sort and distribute incoming mail and post outgoing mail.
4. First point of contact for sick pupils, liaise with parents/carers/staff.
5. Assist with arrangements for visits.
6. May occasionally handle cash e.g. for school visits, dinner money.
7. To assist with ordering of supplies, receiving deliveries of stock, checking against delivery notes and informing intended recipient of any shortages, damage etc.
8. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
9. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

Individuals in this role may also undertake some of the following:

1. Undertake all aspects of reception duties to include operation of the switchboard (answering incoming telephone calls as appropriate and emailing details when recipient is unavailable) and maintaining a log for visitors, staff and students during the day. Ensure a safe and tidy reception environment is maintained at all times.
2. Assist with the operation of the management information system.

Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Administrative Assistant will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The Administrative Assistant will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development

- Training and development will be given to ensure that the Administrative Assistant is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Administrative Assistant will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of work

- The Administrative Assistant is employed for 25 hours per week for 39 weeks.

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

Performance Management

The Administrative Assistant will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Administrative Assistant will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

Beanfield Primary School

Admin Assistant Person Specification

Education and Qualifications	Criteria	Assessment
Educated to GCSE level in Maths, English and IT	E	A
A commitment to professional development, evidenced by higher education or work place training	E	A/I

Experience	Criteria	Assessment
Finance admin experience including the management, development and operation of admin systems and procedures	E	A/I
Experience of running effective administrative and clerical systems within a school context or similar	D	A/I
Experience of liaising with pupils, staff and external stakeholders	D	A/I

Knowledge and Understanding	Criteria	Assessment
Knowledge of PS Financials	D	A/I
Knowledge of data protection, security and confidentiality	D	A/I
Good computer skills, including all Microsoft office packages.	E	A/I

Skills	Criteria	Assessment
Excellent literacy and communication skills, including written and oral	E	A/I
Professional telephone manner	E	A/I
Strong administrative and organisational skills	E	A/I
Ability to work under pressure and prioritise effectively	E	A/I

Personal Qualities	Criteria	Assessment
Be able to demonstrate a commitment to personal professional development.	E	I
Positive and enthusiastic approach towards work.	E	I
Be able to work on own initiative, as well as part of a team, and under the direction of the senior leadership team.	E	I
High expectations of self and others.	E	I
Flexible and adaptable.	E	I
Maintains confidentiality and discretion	E	A/I

Criteria Key

- E** Essential
- D** Desirable

Assessment Key

- A** Application Form
- I** Interview