

JOB DESCRIPTION	
DIRECTORATE: Education	JOB TITLE: Administration Assistant
GRADE: G3 SCP6 - 9	
REPORTS TO: Administrator, Headteacher (or other designated person)	
1.	PURPOSE OF JOB: To assist the administration team in the provision of clerical and administrative duties.
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES
1.	To carry out telephone, reception and messenger duties.
2.	To provide administrative support, including filing, word processing and reprographics work and data input.
3.	To open, distribute incoming mail, record and send outgoing mail.
4.	Receive incoming goods and check against orders as required.
5.	To assist the arrangement of routine in school activities such as medical\dental examinations, school photographs, induction evenings etc.
6.	To assist with the general administration of work experience, school trips etc.
7.	To assist in the compilation of such reports and records, and assessment of data as may be required by the school, governors, Education Authority or DfES.
8.	To assist in the compilation, maintenance and analysis of registers.
9.	To maintain such records as may be required, including admissions, leavers, staff and student records.
10.	To liaise with parents as directed regarding issues relating to individual pupils,

	<p>including investigating absences.</p> <p>11. To handle cash in line with the schools finance policy, which may include collecting money from pupils and parents.</p> <p>12. To input data onto computerized systems e.g. Sage/SIMS/Integris (or other database software) as required.</p>
3.	<p>MANAGEMENT OF PEOPLE <i>[full managerial responsibility e.g. recruit, appraise, discipline etc]</i></p> <p>SUPERVISION OF PEOPLE <i>[i.e. day to day supervision of & quality check of work]</i></p> <p>No direct management responsibilities but is required to occasionally demonstrate duties, give advice and guidance to employees, students or trainees.</p>
4.	<p>CREATIVITY AND INNOVATION <i>What innovative and imaginative responses to issues are required to resolve problems?</i></p> <p>Work is straightforward and carried out under supervision and within set procedures with little opportunity for creativity.</p>
5.	<p>CONTACTS AND RELATIONSHIPS <i>What personal contacts and relationships are required with other people and organisations to carry out the job?</i></p> <p>Day to day contacts with parents/carers, staff and external bodies on routine matters.</p>
6.	<p>DECISIONS <i>A requirement to make decisions or recommendations. The extent to which policies, procedures or other guidelines affect your decisions.</i></p>
	<p>a) Discretion – <i>The postholder has the following discretions:-</i></p> <p>Work is carried out within clearly defined policies and procedures; advice can be sought from line manager.</p>
	<p>b) Consequences – <i>The consequences of the postholder’s decisions can be anticipated to impact on the following:</i></p> <p>Impact on school administrative processes, which is likely to be easily identified and remedied.</p>
7.	<p>RESOURCES <i>The postholder is personally accountable/responsible for the following:-</i></p> <p>General office equipment needed to carry out tasks, such as PC and audio equipment.</p> <p>To handle cash in line the schools finance policy, which may include collecting money from pupils and parents.</p>
8.	<p>WORK ENVIRONMENT</p>
	<p>a) Work Demands – <i>Impact of deadlines and changing and conflicting priorities</i></p> <p>Work is subject to many interruptions from reception/telephone duties; this is part of the role and does not cause any significant change to the overall tasks to be carried out.</p>
	<p>b) Physical Demands – <i>Continuing physical effort, bending, lifting, pushing etc</i></p> <p>General office work, may involve long periods of working at a computer.</p>

	<p>c) Working Conditions – <i>Exposure to disagreeable or unpleasant conditions.</i></p> <p>Work is carried out in a well lit/ventilated office environment.</p>
	<p>d) Work Context – <i>Potential risk to safety & well being, including abuse and aggression</i></p> <p>Contact with parents/carers, pupils and employees on matters which are routine and non-contentious. The postholder may have limited exposure to abuse/aggression from pupils, parents and carers.</p>
9.	<p>KNOWLEDGE AND SKILLS <i>required to be fully competent in the post</i></p> <p>Keyboard skills</p> <p>Computer literate</p> <p>Desirable – 6 months relevant experience</p> <p>NVQ2or equivalent qualification in relevant discipline</p> <p>Essential for the post holder to have GCSE (Grade A to C) or equivalent in Maths, English or equivalent level of competency.</p>
10.	<p>GENERAL</p>
<p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.</p>	
<p>Equal Opportunities - The postholder is required to carry out the duties in accordance with School Equal Opportunities policies.</p>	
<p>Health and Safety - The postholder is required to carry out the duties in accordance with the School Health and Safety policies and procedures.</p>	
<p>All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.</p>	