

Administrative Assistant Job Description and Person Specification

Job description The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Summary of the role:	Supporting with daily administration tasks to ensure the smooth running of the school office and operations across the School.
Hours of Work:	8.30am to 4.30pm Permanent Term-time + some holiday working (38 weeks in total)
Salary:	between £20,298 and £23,157 actual (£24,785 and £26,325 FTE)
Reporting to:	Office Manager
Functional Relationships with:	<ul style="list-style-type: none"> ▪ Senior Leadership Team ▪ Office Manager/Head's PA ▪ Office Staff ▪ Heads of Department
Main duties and responsibilities:	<ul style="list-style-type: none"> ▪ Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact; <p>General Administration</p> <ul style="list-style-type: none"> ▪ Supporting the work of the School Office as required; • Manage daily office operations including reception duties (as required), telephone and email communications; <ul style="list-style-type: none"> ▪ To carry out general administrative tasks required of the office, including, but not exclusively: preparing parent mailings and forms and setting up payments; checking and ordering stationery; franking and taking

	<p>post; liaising inter-department regarding fixtures and events; open and distribute incoming mail; cover reception; filing/photocopying/binding/shredding;</p> <ul style="list-style-type: none"> ▪ Providing general clerical and administrative support e.g. photocopying, filing, emailing, completion of standard forms, and other tasks as directed; ▪ Producing and distributing the School's weekly newsletter, with support ▪ Maintaining the School's management information systems; ▪ Maintain accurate and up-to-date pupil and staff records in compliance with data protection regulations; ▪ Work to support the needs of the Parent-Teacher Guild (PTG); ▪ Providing administrative support for regular events within the School; ▪ Providing secretarial support for Senior Leaders as required; ▪ Any other administrative tasks reasonably to be expected of an administrative assistant.
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It is important to note that this job description is a guide to the work you will be required to perform. This job description will be reviewed at least once each year. It may be subject to modification or amendment at any time after consultation with the holder of the post. You may also be required to undertake such other comparable duties as the Head requires from time to time.

Person Specification

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> • GCSE, or equivalent, Mathematics and English at Grade C or above 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> • Relevant qualifications in office administration and IT applications 	<p>Production of the Applicant’s certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>
Experience	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> • Experience of running effective administrative and clerical systems • Experience of working with management information systems or databases • Experience of working in a support function • Experience of working with people 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> • Working in an educational setting 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

Skills	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Excellent literacy and communication skills • Excellent numeracy skills • Excellent IT skills, in particular the advanced use of Outlook, Word and Excel • Excellent inter-personal skills 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
Knowledge	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Excellent working knowledge of management information systems and/or database functions 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Working expertise of an organisational management information system, preferably iSAMS or an equivalent system such as SIMS or PASS 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
Personal competencies and qualities	<p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • motivation to work in an education setting • A willingness to contribute to the School's ethos • Ability to manage time demands and ensure deadlines are met • A helpful and positive nature • A calm and caring disposition • Enthusiasm, tenacity and resilience • The ability to work under pressure, while maintaining a sense of humour 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

	<ul style="list-style-type: none">• Understanding the importance of confidentiality and discretion		
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