

# JOB EMPLOYEE SPECIFICATION

**JOB TITLE** School Administrative Assistant \_\_\_\_\_ **JOB NO** ADM1 \_\_\_\_\_

**SERVICE AREA** Schools \_\_\_\_\_ **SECTION** Education Support \_\_\_\_\_

**LOCATION** \_\_\_\_\_ **GRADE** 3 \_\_\_\_\_ **SCP's** 4-6 \_\_\_\_\_

## PURPOSE OF JOB:

Under the direction/instruction of senior staff: provide routine general clerical, administrative and financial support to the school.

## RESPONSIBILITY LINKS

Reports to: Business Support Officer

## SPECIAL CONDITIONS:

## MAIN ACTIVITIES:

### Organisation

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assisting with arrangements for visits by school nurse, photographer etc.

### Administration

- Provide routine clerical support, eg photocopying, filing, faxing, emailing, complete routine forms
- Maintain manual and computerised records/management information systems
- Undertake typing, word-processing and other IT based tasks
- Sort and distribute mail
- Undertake routine administration eg registers/school meals

### Resources

- Operate office equipment, eg photocopier, computer
- Arrange orderly and secure storage of supplies
- Undertake routine financial administration, eg collect and record dinner money

### Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

**DATE PREPARED: 2013**

<b>Job No:</b> _____ <b>Job Title:</b> _____ <b>Grade:</b> _____		
<b>Service Area:</b>		<b>Section:</b>
Using the Job Description consider what abilities are required by a person to perform each of the main activities of the job safely and effectively.	Indicate when Assessment is possible: at shortlist=S interview=I both=S/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
Define the essential abilities clearly and unambiguously in terms that are measurable and observable and record them in the space below:-		
Appropriate knowledge of first aid		
Good understanding and ability to use relevant technology, eg photocopier		
Keyboard/computer skills		
Participate in development and training opportunities		
Ability to relate well to children and adults		
Work constructively as part of a team, understanding school roles and responsibilities and your own position within these		
An awareness of, and commitment to, equality of opportunity	I	
<b>Experience:</b> specify type, level and length required; if any.		
General clerical/administrative work		
<b>Qualification:</b> specify type and level required (including equivalents); if any.		
Induction/basic skills		
Good numeracy/literacy skills		
<b>Prepared by:</b> name	<b>Date:</b> 2013	