## 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 Manage petty cash resources.
- 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	С	Certificate	1	Interview	Т	Test or Exercis e	Ρ	Presentation
						е		

Criteria	Essential	MOA
Education/ Qualifications	A* - C in GCSE English or equivalent	AF/C
NB: Full regard must be paid to overseas qualifications.	An intermediate or above qualification in word processing/typing skills	AF/C
<b>Experience</b> 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,	*Delete if not applicable *An ability to fulfil all spoken aspects of the role with confidence using the English Language as	AF/I
dealing with the public etc.	required by Part 7 of the Immigration Act 2016	AF/I/T
	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: