

Job Description

DIRECTORATE:	Education & Family Support
DEPARTMENT:	Schools
POST:	Administrative Assistant
GRADE OF POST:	GR03
RESPONSIBLE TO:	Headteacher

JOB PURPOSE:

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

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Receives, sorts and distributes post (post, intranet, and internet).
- Files documents (electronically and manually).
- Type's correspondence, reports, forms and other documents using standard templates.
- Record staff and pupil absences, producing reports on absence
- Operates office equipment.
- Collates information for reports and newsletters.
- Inputs data/information into school systems using databases and spreadsheets.
- Maintain records and provide general clerical support to the school.
- Provides reception duties, dealing with visitors, parents and children.
- Assist with school events and arrangements for example nurse, photographer.
- Receive and record dinner money.
- Arranges room bookings.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

CRIMINAL RECORDS CHECK

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

Person Specification
Administrative Assistant

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> NVQ2 or equivalent in administrative / financial field or ability to demonstrate competence through experience 	Yes	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> Previous administrative and/or financial experience Experience of ICT packages. Knowledge of First Aid procedures Comply and assist with school policies and procedures relating to child protection, health and safety, security, confidentiality, equal opportunities, data protection etc., reporting all concerns to the appropriate person. 	Yes	Interview, application form and selection process.
Skills & Personal Qualities	<ul style="list-style-type: none"> Competent keyboard skills Good numeracy/literacy skills Work constructively as part of a team. Ability to relate well to children and adults Plan workload to meet deadlines and requirements The ability to communicate through the medium of Welsh. 		Interview, application form, and selection process.