Job Description

Administrative Assistant

BS3 Grade 2

Responsible to: Executive Headteacher and Admin Services Manager

Job Purpose

Working within the Admin Services Team to provide a broad range of general clerical/admin duties including direct responsibility for financial resources. In addition to this, to provide support for pupils, teachers and the whole school as outlined below.

The key duties of this post will generally include:

- Providing general clerical support to ensure an effective and efficient service is provided.
- Analysing and evaluating data/information and producing reports, information/data as required. This may include difficult and sensitive information.
- To provide admin support in organising school trips, events and meetings and updating office systems and diaries.
- To give advice and guidance to pupils, teachers and external bodies, via telephone and in person to ensure an ongoing provision of a high quality service.
- Keeping update manual and computerised records ensuring a high level of accuracy is maintained.
- Undertaking typing, word-processing and lengthy reports within specified time constraints.
- To reconcile and ensure the security of small amounts of petty cash, dinner money or school funds and/or equivalent in accordance with Financial Regulations.
- To work under the direct supervision of the Admin Services Manager.
- Such other responsibilities commensurate to the post.

General Requirements

- Attending and participating in training and development courses as required.
- Attending meetings, liaising and communicating with colleagues in the school.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, safeguarding, other statutory requirements and the policies of the governing body and local education authority.

Professional Values and Practice

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.

- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.

- Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

Specific Duties

- Improving financial systems
- Organising Educational Visits
- Time Management

The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The postholder must comply with the Trusts Health and safety rules and regulations and with Health and Safety legislation.

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