

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			
<ul style="list-style-type: none"> • 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			
<ul style="list-style-type: none"> • Provide routine clerical support, e.g. 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 e.g. registers/school meals 			
Resources			
<ul style="list-style-type: none"> • Operate office equipment, e.g. photocopier, computer • Arrange orderly and secure storage of supplies • Undertake routine financial administration, e.g. collect and record dinner money 			
Responsibilities			
<ul style="list-style-type: none"> • 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			

EMPLOYEE SPECIFICATION

Job No: _____ Job Title: _____ Grade: _____		
Service Area: _____		Section: _____
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
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		
Experience: specify type, level and length required; if any.		
General clerical/administrative work		
Qualification: specify type and level required (including equivalents); if any.		
Induction/basic skills		
Good numeracy/literacy skills		
Prepared by: name		Date: 2013