

GENERIC JOB DESCRIPTION - SCHOOLS

Job information as shown on organisation chart

Job Title: Administrative Assistant – L1	Post No: GEN17	Grade: HC2
Organisational information: Responsible to: Headteacher Professionally responsible to: <i>(where appropriate)</i> Dimensions: <i>(quantifiable measures relating to the post, such as number of staff managed, number of patients, size of local population, budgets and so on)</i> Responsible for: None Key relationships/Functional links with: <i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i> Pupils, staff, parents, officers of the LEA, and other agencies, as necessary. <i>Internal:</i> <i>External:</i>		
Main Purpose of Job: Under the direction of senior staff to provide general clerical support to the school.		
Main Responsibilities / Accountabilities <i>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation</i> The jobholder will be expected to complete the responsibilities/accountabilities effectively. Administrative tasks • To undertake reception duties, answering routine enquiries and signing visitors in and out of the school. • To answer straightforward telephone enquiries, and taking messages or passing on to other members of staff, as required. • To open and distribute the post at the start of the school day, and to ensure that outgoing post is dispatched.		

- To file documents.
- To carry out the occasional word-processing of letters or other documents, when other staff are not available.

Administrative tasks

- To ensure that office/stationery supplies are stored safely, and to inform more senior staff if extra supplies are necessary.
- To photocopy worksheets
- To collect money from pupils, and ensure accurate records are kept.
- To be responsible for the safe transport of monies to the designated bank, or other establishment, if required.

Information

- To assist with recordkeeping, both manual and computerised, e.g. registers/school meals.

Council staff

To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

Job Activities:

Other information:

- Disclosure type: enhanced.

General information:

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:

Line Manager Signature:
Date:

Date Job Description last reviewed:

October 2013

GENERIC PERSON SPECIFICATION - SCHOOLS

Job information as shown on organisation chart

Job Title: Administrative Assistant – L1	Post No: GEN17	Grade: HC2
All candidates will be considered on their ability to meet the requirements of the person specification	Essential criteria	Method of Assessment*
Experience	Previous experience of clerical work.	AF, I
Skills and Abilities <i>Including personal attributes</i>	Ability to accurately follow instructions and written schedules. Able to communicate effectively with parents, pupils and visitors to the school. Well-organised and flexible approach to work. Ability to work constructively and supportively as part of a team.	AF, I
Qualifications and Training <i>including professional qualifications</i>		
Other Factors <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, ability to travel around county etc.</i>	Commitment to working with young people. Willingness to work in support of the inclusive ethos of the school. Police clearance.	I DBS Police Check
Line Manager Signature: Date:		

*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

October 2013