

JOB DESCRIPTION

Post:	Administrative Assistant
Grade:	Lewisham Grade Scale 2 Points 3 (£27,711 FTE) to 4 (£28,128 FTE)
Type of Contract:	Permanent (<i>after successful completion of a probation period</i>)
No of weeks:	39
Working week:	Monday to Friday – 08.30am to 12.30pm <i>20 hours per week</i> <i>(We can be flexible on the total hours for the right candidate)</i>
Reports to:	Office Manager

MAIN PURPOSE OF THE JOB

Under the instruction/guidance of senior staff: provide general clerical/administrative/financial support to the school.

TASK

ORGANISATION

- 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.
- Assist in arrangements for school trips, events etc.

ADMINISTRATION

- Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupils data
- Undertake typing and word-processing and other IT based tasks
- Take notes at meetings
- Sort and distribute mail
- Undertake administrative procedures
- Maintain and collate pupil reports
- Undertake routine administration of school lettings and other uses of school premises

RESOURCES

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Maintain stock and supplies, cataloguing and distributing as required
- Provide general advice and guidance to staff, pupils and others
- Undertake general financial administration e.g. processing orders

RESPONSIBILITIES

- 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 diversity 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

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section.

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

PERSON SPECIFICATION

Post: Administrative Assistant

Grade: Scale 2

Reports to: Office Manager

EXPERIENCE (Essential Requirements)

General clerical/administrative/financial work

QUALIFICATIONS/TRAINING (Essential Requirements)

NVQ 2 or equivalent qualification or experience in relevant discipline

Good numeracy/literacy skills

KNOWLEDGE/SKILLS (Essential Requirements)

Effective use of ICT packages

Use of relevant equipment/resources

Good keyboard skills Knowledge of relevant policies/codes of practice and awareness of relevant legislation

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

Ability to identify own training and development needs and co-operate with means to address these