

Job Description

Job title	Administrative Assistant	Job family	Education
Reporting to	Business Support Services Manager	Job code	
Location		Evaluation Date	Jul 21

Job Purpose

Required to provide efficient, professional and effective administrative and secretarial support within the school.

Responsibilities

1. Assist Administrator in providing efficient and effective administrative and secretarial support to the school; including document and report production, telephone enquiries, diary management, payroll input meeting and greeting visitors and other administrative tasks as appropriate.
2. Handles external and internal enquiries, recognising the level of importance of particular enquiries or issues and applying the appropriate prioritisation. Passes issues and enquiries on for appropriate action to ensure the highest level of service.
3. Ensures that all information and documentation is correctly processed in line with policies and procedures in order that regulatory, statutory, compliance and financial requirements are met. Maintains the audit trail ensuring up to date and accurate information can be provided or accessed as required
4. Assists in updating staff and pupil records on central and local database systems, ensuring accuracy of all data input.
5. Ensures the effective operation of delegated administrative processes and procedures

Knowledge / Education / Skills

The role holder should be educated to GCSE level or equivalent standard, with a high level of English and numeracy. The role holder should also possess excellent keyboard and PC skills with a basic level of proficiency for the standard range of office applications such as word and excel. The role holder will have exceptional organisation, reception and clerical skills

Experience

Experience within an administrative, customer service, educational or other appropriate background.

Responsibility

Leadership

No direct line management responsibility, however indirect leadership to provide influence in area of speciality.

Budgets & Equipment

Collective responsibility for the care and security of equipment and adhering to the cost and budget guidelines.

Information

Shared responsibility for the confidentiality, security and accuracy of records, data and information. Ensuring good quality documentation, which meets the Organisational requirements Regulatory guidelines and statutory requirements.

Communication & Interaction

Communications will regularly require some judgement involving the seeking and gathering of information with the need for some explanation. May have interactions which contain distressing information.

Safeguarding

All colleagues have a responsibility to protect and safeguard vulnerable individuals at risk (whether children or adults). Colleagues must be aware of local child and adult protection procedures and who to contact within the Local Authority Safeguarding team for further advice. All colleagues are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.

Working Environment

Office working, the problems faced by pupils may present difficult and challenging situations, which may heighten the physical, sensory and emotional demands of the role.