

Job Description for Admin Assistant

Grade/Incentive Point: Scale 3 or 4 (dependent on experience)

Responsible to: Officer Manager/Assistant Office Manager

Responsible for: -

Hours: 37.5 hours per week, term time only

Monday: 8.00am to 4.30pm, Tuesday, Thursday, Friday: 8.00am to 4pm,  
Wednesday: 8.00am to 3.30pm with 30 minutes lunch daily (non-negotiable)

Salary: Approximately £24,800 to £27,094

(full time equivalent £27,030 - £29,139)

**Purpose of the job**

To carry out reception, administrative and clerical services in a very busy school office to effectively assist in the smooth running of the school, leaving teachers more time to concentrate on teaching.

Every member of staff at JRCS has a vital part to play in the success of the School. The Staff Handbook clearly explains our policies and procedures but the list below outlines in a summary form the main duties and responsibilities of this role

**Main activities and responsibilities:**

* Provide a friendly and efficient service for parents, visitors and general telephone enquiries
* Enter and retrieve data from the school’s staff and pupil database, as appropriate, whilst ensuring GDPR procedures are followed
* Assist with MCAS (My Child At School)//FSM/Evolve and any other whole school administration, as required
* Assist with student the student reward processes
* Produce letters/stickers etc for students and staff, as required
* Provide an efficient typing service for staff
* Help to maintain the school’s filing system, both paper and electronic
* Carry out photocopying, as required
* Assist with student enquiries
* Assist with the administration of lockers and lost property, when necessary
* Assist with invigilating, as required
* Assist with the arranging and setting up for Progress Evenings
* Cover the school’s Reception, as required
* Support off site school trips/visits, as required
* End of term celebration events/ordering trophies and prizes, as required
* Any other reasonable activities as directed by the Line Managers or Headteacher

Post-holders are not expected to perform maintenance tasks beyond their own capabilities without training and should be aware of Health and Safety considerations at all times.

**Person Specification**

**Experience and qualifications (Essential/Desirable)**

* Undertaken qualifications relevant to the post (where appropriate) D
* Experience of working in a busy office environment E
* Commitment to updating professional skills E
* Evidence of expertise and success in the areas described in the job description D
* Experience of using Bromcom or another MIS system D
* Ability to multi-task and prioritise workload E
* Excellent ICT skills, good working knowledge of the Microsoft package E
* Friendly, calm and professional phone manner E
* Should hold, or be willing to undertake training to be, an Appointed Person First Aid Certificate D
* Professional ‘know how’ E
* Demonstrates a sound understanding of the knowledge required to carry out the duties described   
  in the job description. E

**Personal qualities**

* Able to remain calm and work well under pressure E
* Hardworking E
* Good sense of humour E
* Good self-management skills, including the ability to plan one’s time effectively E
* Able to work as part of a team E
* Enjoys working in new and challenging situations. E
* A high level of personal integrity and probity. E

**Review arrangements**

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that over time the nature of individual jobs will change, existing duties may be gained without changing the general nature of the duties or the level of the responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

**Conditions of Employment**

* The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract)
* The post holder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body
* To uphold the school’s policy in respect of child protection matters
* Will be subject to the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate and all relevant statutory and institutional requirements
* The post holder may be required to perform any other reasonable tasks after consultation
* This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed
* This Job Description is not necessarily a comprehensive definition of the post. It may be subject to modification at any time after consultation with the post holder.
* Staff will be expected to participate in the school’s staff appraisal scheme.

In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

* motivation to work with children and young people;
* ability to form and maintain appropriate relationships and personal boundaries with children and young people;
* emotional resilience in working with challenging behaviours; and
* attitudes to use of authority and maintaining discipline

If you are shortlisted, any relevant issues arising from your references will be taken up at interview.

***The Selection Panel will be looking for evidence in your application form and personal statement of your strengths and abilities in relation to the criteria set out in this person specification.***