



JOB DESCRIPTION

JOB TITLE	Administration Assistant (Level 2)
GRADE	Grade 3, (SCP 5-6)

JOB PURPOSE

Under the direction/instruction of senior staff, the post holder will provide administrative, organisational and financial support to the school.

CONTROL OF RESOURCES

Personnel

To direct and support staff under postholder's control. (If appropriate)

Financial

To work in accordance with Financial Regulations and procedures of the school.

Collecting and accounting for money such as dinner and milk money, school fund, trip, and photograph money and charitable collections.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To adhere to the school's rules and regulations relating to the use of ICT, email and intranet/internet access.

Operation of general office equipment, ICT systems and the orderly storage of stationery and office supplies.

Health/Safety/Welfare

To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.

Equality and Diversity



To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.

Training and Development

To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.

Relationships (Internal and External)

Internal:

1. Academy staff.
2. Senior managers.
3. Governors & Trustees.
4. Volunteers.
5. Pupils.
6. Users of the School.

External:

1. Parents/carers.
2. Staff in other academies.

PRINCIPAL DUTIES

1. To provide administrative support to the Academy. This will include general administration duties e.g. photocopying, filing, faxing, emailing, and completing routine forms.
2. To undertake word processing tasks including the production of letters, reports and schedules and to utilise other ICT packages e.g. email, databases, spreadsheets, Internet.
3. To take notes/minutes of meetings and support the organisation of meetings, including typing agendas, collating papers, booking meeting rooms and arranging catering.
4. To maintain and collate registers and pupil reports including PLASC information and that routinely required by the DfE, and to produce management information/ data as required.



5. To undertake routine administration of school lettings and other uses of school premises.
6. To accurately input to databases and spreadsheets, maintain manual and computerised records and produce reports/management information.
7. To undertake accounting processes for collecting monies and accurately record and balance funds. Examples may include the school fund, petty cash, school trips/events, photographs, postage, school meals, milk, telephone calls etc.
8. To undertake general financial administration e.g. processing orders.
9. To maintain school stock and supplies, cataloguing and distributing these as required.
10. To operate uniform/snack or other school 'shops' within school including responsibility for balancing payments.
11. To undertake reception duties, answer routine telephone and face-to-face enquiries and sign in visitors.
12. To act as a first point of contact, undertaking reception duties and answering telephone and face-to-face enquiries.
13. To welcome visitors to the school, ensuring that health and safety and safeguarding procedures are followed, including signing visitors in/out, issuing badges and escorting visitors as required.
14. To respond to general day to day queries from staff, pupils, parents and external visitors.
15. To make arrangements for external visitors, for example the school nurse, photographer, linked schools and parents, in liaison with the Principal/Senior Staff.
16. To support first aid by liaising with parents/staff, in accordance with school procedure.
17. To make arrangements for school trips, events etc as directed.
18. Under the direction of the Headteacher, to organise supply cover.



THE HARMONY TRUST

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SECONDARY DUTIES

1. To make a positive contribution to the school, supporting and promoting its ethos, aims and the development/improvement plan.
2. To 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 (in line with relevant policies).
3. To promote equality and diversity.
4. To participate in training and other learning activities and performance development as required.
5. To attend relevant meetings as required.
6. To appreciate and support the role of other professionals.
7. To undertake any other additional duties commensurate with the grade of the post.

RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT

Responsible to: Office Manager

Responsible for: Not applicable

SPECIAL CONDITIONS

DBS Disclosure required – Enhanced

	DATE	NAME	POST TITLE
PREPARED			
REVIEWED			
REVIEWED			

**PERSON SPECIFICATION****Job Title:** Administration Assistant (Level 2)

	Selection Criteria Essential	Selection Criteria Desirable	How Assessed
Education & Qualifications	<p>To possess or be willing to work towards GCSE English and Mathematics at Grade A*-C or Level 9-4, or an alternative Level 2 qualification in Literacy and Numeracy.</p> <p>To possess, or be willing to work towards, a Level 2 qualification in Business Administration.</p>		<p>AF</p> <p>AF / I</p>
Experience	<p>Experience of a range of administrative work including financial administration.</p> <p>Experience of using computer packages, e.g. Microsoft Word, Excel, Outlook.</p>	<p>To be willing to undertake an appointed person certificate in first aid.</p>	<p>AF / I</p> <p>AF / I</p>
Skills & Knowledge	<p>Ability to work effectively within a team environment, and an understanding of school roles and responsibilities.</p> <p>Understanding of the importance of safeguarding/ child protection when working in a school setting.</p> <p>Knowledge of data protection and understanding of the</p>	<p>Book keeping / accountancy skills.</p>	<p>AF / I</p> <p>AF / I</p> <p>AF / I</p>



	<p>importance of maintaining confidential information.</p> <p>Knowledge of financial regulations/codes of practice.</p> <p>Excellent communication skills and ability to deliver effective customer service over the telephone and in person.</p> <p>Ability to promote a positive ethos and role model positive attributes.</p> <p>Able to build and maintain effective working relationships with pupils, colleagues, parents and visitors.</p> <p>Able to organise own workload and prioritise tasks within a busy environment.</p> <p>Able to use initiative to solve problems working within policies and procedures.</p> <p>Able to use office equipment e.g. photocopier, fax.</p>		<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>
Special Working Conditions	<p>Professional appearance and manner, with the ability to promote a positive ethos in school.</p> <p>Keen to continually learn, develop and extend own working practices and willing to participate in training and development opportunities.</p>		<p>AF/I</p> <p>AF/I</p>



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	Ability to attend occasional meetings out of school hours.		AF/I
	Requirement to attend induction training.		AF/I
	Flexible in approach and able to meet the changing demands of the role.		AF/I
	The ability to converse at ease with customers and service users and provide advice in accurate spoken English.		AF/I

Abbreviations: AF = Application Form; I = Interview.

N.B. – Any candidate with a disability who meets the essential criteria will be guaranteed an interview