

Job Description

Academy Primary School Administrative Assistant

Responsible to: Headteacher/Senior Staff	Grade: 4
Hours: 10 hours per week	Duration: Permanent - Term Time Only
Main Location: Academy Primary School ¹ (Watchfield)	

Context : Under the direction of the Headteacher and Senior Staff provide routine general clerical, administrative, financial support to the school.

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.
- Assisting with arrangements for visits by school nurse, photographer etc.

Administration

- Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms
- Maintain manual and computerised records/management information systems
- Undertake typing, word-processing and other IT based tasks
- Assist with the production of newsletters etc.
- Sort and distribute mail
- Undertake routine administration e.g. registers/school meals

Resources

- Operate office equipment e.g. photocopier, computer
- Arrange orderly and secure storage of supplies
- Undertake routine financial administration e.g. collect and record dinner, trip money

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 difference 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

¹ Faringdon Learning Trust Employees are predominantly based at one location, but may be required from time to time to work at another school within the MAT.

A full list of schools within Faringdon Learning Trust can be found at www.faringdonlearningtrust.org

Qualifications and Experience

Qualities	Essential/Desirable
Experience General clerical/administrative work.	E
Qualifications & Training NVQ 1 or equivalent qualification or experience in relevant discipline Good numeracy/literacy skills	E E
Knowledge & Skills Appropriate knowledge of first aid Good understanding and ability to use relevant technology e.g. photocopier Keyboard/computer skills Participate in development and training opportunities 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	D E E E E E