



## Job Description

|  |   |                                |                                  |
|--|---|--------------------------------|----------------------------------|
| <b>Role</b>                                    | Administrative Support Assistant  | <b>School/Department</b>       | Maiden Erlegh School             |
| <b>Grade</b>                                   | Grade 3 Spinal Points 5 to 6  | <b>Reports to</b>              | Headteacher's PA/Office Manager  |
| <b>Job evaluation code</b>                     | MES001A   | <b>Date of evaluation</b>      | April 2022                       |
| <b>Purpose</b>                                 | To provide efficient, effective, and confidential administrative support in the school office.  |                                |                                  |
| <b>Scope</b>                                   | <b>Main contacts:</b>   | <b>Staff responsibilities:</b> | <b>Financial accountability:</b> |
|  | Teachers, support staff, parents, students, and outside agencies  | None                           | None                             |
| <b>Key accountabilities</b>                    | <ul style="list-style-type: none"> <li>To assist the office in carrying out key administrative tasks to a high standard</li> </ul>  |                                |                                  |
| <b>Main duties and responsibilities</b>        | <p>To provide a full range of administrative support in the school office and to curriculum departments, Heads of Year, and the Senior Leadership Team:</p> <ul style="list-style-type: none"> <li>Producing and sending out of standard letters via our e-communication system and by post</li> <li>Preparing orders on behalf of departments</li> <li>Supporting with the administration for trips and visits</li> <li>Inputting and managing student data</li> <li>Takin of minutes when required</li> <li>Record keeping and filing</li> <li>Photocopying</li> <li>Maintaining the school's website</li> <li>Supporting ad hoc with first aid provision of students and staff.</li> <li>Any other tasks that sit with the school office as directed by the Headteacher's PA/Office Manager</li> </ul> |                                |                                  |
| <b>Other requirements and responsibilities</b> | <p>Level of DBS required:<br/>Enhanced with Children's Barring List</p>   |                                |                                  |
| <b>Structure chart</b>                         | <pre> graph TD     A[Headteacher's PA/Office Manager] --- B[Administrative Support Assistant]             </pre>  |                                |                                  |



### Person Specification

|   |  |                            |                      |
|---|--|----------------------------|----------------------|
| <b>Role</b>                                   | <b>Administrative Support Assistant</b>  | <b>School/Department</b>   | Maiden Erlegh School |
| <b>Grade</b>                                  | Grade 3  | <b>Job evaluation code</b> | MES001A              |
| <b>Qualifications, training and education</b> | <ul style="list-style-type: none"> <li>NVQ Level 2 or equivalent</li> </ul>  |                            |                      |
| <b>Experience</b>                             | <ul style="list-style-type: none"> <li>Minimum of 2 years' experience in an administrative role</li> <li>Knowledge of Bromcom packages an advantage</li> </ul>   |                            |                      |
| <b>Skills and abilities</b>                   | <ul style="list-style-type: none"> <li>Good working knowledge of Microsoft Office</li> <li>Competent with Excel spreadsheets</li> <li>Ability to identify stakeholders' needs quickly and deal with queries</li> <li>Reliability, tact, diplomacy, confidentiality, and sensitivity are paramount to this post</li> <li>Flexible approach to working and commitment to ongoing service and personal development (through self-evaluation and learning from others)</li> <li>Be able to work with frequent interruptions</li> <li>Good interpersonal and communication skills, both written and verbal, with a range of people</li> <li>Good organisational and planning skills, able to manage own time, prioritise and meet deadlines</li> <li>Able to contribute and work effectively as part of a team</li> <li>Pro-active, flexible, and adaptable</li> <li>Good attention to detail</li> <li>Able to show initiative and work independently as required</li> <li>Commitment to the wellbeing and safety of all children</li> <li>A willingness to learn and develop personal skills</li> <li>A sense of responsibility and ownership</li> </ul> |                            |                      |
| <b>Requirements specific to the role</b>      | All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.  |                            |                      |

**The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.**

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| <b>Signed:</b><br>Post holder |  |
| <b>Date:</b>                  |  |