

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Administrative Support Assistant</b>
<b>Grade:</b>	<b>4</b>
<b>Salary:</b>	<b>SCP 13 – SCP 16</b>
<b>Conditions of Service:</b>	<b>Support Staff Contract of Employment</b>
<b>Responsible to:</b>	<b>Principal</b>

### **Statement of Purpose**

Under the guidance of senior staff, to be responsible for undertaking administrative, financial and organisational processes within the school, and to assist with the planning and development of support services.

#### **Support to Pupils, Parents and the Community**

- Deal with complex reception/visitor etc. matters.
- Organise school trips/events etc.
- Manage uniform/snack/other 'shops' within the school.
- Provide advice and guidance to staff, pupils and others.
- Basic first aid.

#### **Support to Other Staff**

- Contribute to the organisation of support service systems/procedures/policies.
- Supervise, train and develop staff as appropriate.
- Allocate work as appropriate to role to any volunteer helpers.
- Provide personal, administrative and organisational support to other staff.
- Provide administrative and organisational support to the Governing Body.
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#### **Support Financial Management**

- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Undertake complex financial administration procedures.
- Assist with the planning, monitoring and evaluation of budget.
- Undertake the administration of Payroll systems.
- Manage expenditure within an agreed budget.

#### **Support Organisational Management**

- Manage manual and computerised record/information systems.
- Analyse and evaluate data/information and produce reports/information/data as required.

- Undertake typing and word-processing and complex IT based tasks.
- Operate relevant equipment/complex ICT packages.
- Undertake research and obtain information to inform decisions.
- Assist with procurement and sponsorship.
- Assist with marketing and promotion of the school.
- Manage administration of facilities including use of school premises.
- Undertake administration of complex procedures.
- Complete and submit complex forms, returns etc., including those to outside agencies e.g.DCSF.

**Support to School** (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- 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, support 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.
- Assist with pupil needs as appropriate during the school day.

**Note**

***The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.***

### Person Specification

Minimum Criteria for Two Ticks *	Criteria	Measured by  APP/I/ASS
	<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of development, management and operation of administrative systems.</li> <li>• Supervisory experience.</li> <li>• Financial acumen.</li> </ul>	APP/I
	<b>Qualifications/Training</b> <ul style="list-style-type: none"> <li>• NVQ 3 Business and Administration or equivalent qualification or experience in relevant discipline.</li> <li>• Basic First aid training as appropriate (e.g. emergency first aid course).</li> </ul>	APP/I
	<b>Knowledge/Skills</b> <ul style="list-style-type: none"> <li>• Very good numeracy/literacy skills.</li> <li>• Effective use of ICT and other specialist equipment/resources.</li> <li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.</li> <li>• Ability to relate well to children and adults.</li> <li>• Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.</li> <li>• Good organising, planning and prioritising skills.</li> <li>• Good interpersonal skills.</li> <li>• Ability to direct other adults.</li> </ul>	APP/I
	<b>Behavioural Attributes</b> <ul style="list-style-type: none"> <li>• Customer focused.</li> <li>• Has a professional and respectful approach, which demonstrates support and shows mutual respect.</li> <li>• Can demonstrate active listening skills.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders.</li> <li>• Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Is enthusiastic and decisive.</li> <li>• Communicates effectively.</li> <li>• Has the ability to learn from experiences and challenges.</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new</li> </ul>	APP / I

	ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	
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#### MEASURED BY KEY:

APP = Application form      ASS = Assessment activities      I = Formal interview

In addition to candidates' ability to perform the duties of the post, the interview will 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
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form, they will be guaranteed an interview.

**20/10/2021**

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.