**EAST SUSSEX COUNTY COUNCIL**

Job Description

|  |  |
| --- | --- |
| **DEPARTMENT**: | Schools |
| **LOCATION:** | Countywide |
| **JOB TITLE:** | Administrative Support Assistant |
| **GRADE:** | East Sussex Single Status 3 (SS4 with 1 or 2 addendum(s) or SS5 if all 3 addendums are a feature of the post) |
| **RESPONSIBLE TO:** |  |
| **MAIN PURPOSE OF THE JOB:** | To provide general admin support in the school office. To act as the first point of contact with parents, agencies and all visitors to the school. |

**KEY TASKS**

1. Undertake administrative duties in accordance with statutory and school requirements including providing telephone cover and message service, process incoming and outgoing mail.
2. Minute, produce and distribute accurate records of routine meetings e.g. team meetings, internal meetings
3. Produce correspondence and reports from written documents and other sources.
4. Accurately input data into computerised systems, databases and spreadsheets and process, retrieve and cleanse data as necessary.
5. Liaise with staff, parents and external agencies as appropriate, sharing information as directed and ensuring local procedures are properly followed.
6. Maintain all paper and electronic filing systems, including establishment of new files, maintaining and updating school information as required.
7. Undertake photocopying, scanning and fax transmissions, as requested.
8. Provide support to individual managers and teachers as required, including diary management, travel planning, arranging and supporting events and arranging and servicing meetings.
9. Support managers in maintaining property and facilities and their security.
10. To deal with all confidential matters with tact and discretion
11. To arrange and book training for all staff

You will also be required to:-

Provide administrative support in an environment which could include contact with vulnerable people, responding to queries and complaints.

Undertake reception duties in, and support reception staff to respond to and admit visiting members of the public or external visitors. This will involve a responsibility to respond to enquiries and assist visitors at the reception point in the school. This includes making decisions about allowing visitors access to the building by requesting they sign in. To be responsible for calling security or an appropriate manager if there are any concerns with a visitor.

Be responsible for assisting in the administration of school funds, including banking, making bookings for events and liaising with parents regarding outstanding monies e.g. lunch, trips, events. To organise and maintain related records.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

# EAST SUSSEX COUNTY COUNCIL

**Person Specification**

**Post Title:** Administrative Support Assistant

**Location:** Schools

## **Grade:** East Sussex Single Status 3 (SS4 with 1 or 2 addendum(s) or SS5 if all 3 addendums are a feature of the post)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential Criteria** | **Desirable Criteria** | **Method of Assessment/**  **Source of Information** |
| **Key Skills & Abilities** | * Word processing skills. * Ability to effectively organise own workload. * Ability to accurately input and check computer data. * Ability to communicate effectively. * Ability to converse at ease with customer and provide advice in accurate spoken English |  | Application Interview |
| **Education &**  **Qualifications** | * Educated to GCSE level or equivalent including Maths and English. | * NVQ in Business Administration. | Application Interview |
| **Knowledge** | * Working knowledge of Microsoft Office (in particular Outlook, Word and Excel). * Awareness of the services provided by ESCC and the function of the team the role supports. | * Knowledge of the services provided by the directorate. | Application Interview |
| **Experience** | * Use of office systems. |  | Application Interview |
| **Personal Attributes** | * Good interpersonal skills. * Ability to work in a team. * Commitment to improving personal performance and supporting that of the service. |  | Application Interview |
| **Other** | | | |

**EAST SUSSEX COUNTY COUNCIL**



Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

|  |  |
| --- | --- |
| Using display screen equipment | X |
| Working with children/vulnerable adults |  |
| Moving & handling operations |  |
| Occupational Driving |  |
| Lone Working |  |
| Working at height |  |
| Shift / night work |  |
| Working with hazardous substances |  |
| Using power tools |  |
| Exposure to noise and /or vibration |  |
| Food handling |  |
| Exposure to blood /body fluids |  |