

Job Description

Job Title:	Administrative Assistant	School Name:	Albion Primary School
Grade and Range:	Grade 4 scp 4 - 9	Hours:	36
Reports to:	The Office Manager / Senior Admin Officer and School Business Manager	Working Pattern:	Term Time Only + 3 weeks (42 weeks)

Purpose:	<p>To assist in the provision of an efficient administrative and clerical support function for the school and to provide support to the school's pastoral teacher.</p> <ol style="list-style-type: none"> 1. To be responsible for assisting in the smooth running of the school office. 2. To assist in the maintenance of the various school computerised databases of pupil and staff information. 3. To provide administrative support to the school's pastoral teacher.
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Principle Accountabilities:

1. Responsibility for assisting in the smooth running of the school office, including:

- Assisting with the supervision of office staff
- Liaising with the Office Manager relating to work to be undertaken by the office
- Assisting with monitoring the induction of any new member of the office staff
- Deputising for the Office Manager in relation to the above duties, in her/his absence.
- General word processing.

2. Assisting in the maintenance of the various school computerised databases of pupil and staff information, including:

- Maintaining the school's database of pupil attendance records, liaising with teachers and the Education Welfare Officer as appropriate
- Providing assistance with other information databases during the busiest times of the year

3. To provide administrative support to the school's pastoral teacher, including:

- Assisting the pastoral teacher in all aspects of her/his role, including contacting parents and pupils where necessary, liaising with the pastoral teacher on outcomes
- Attending meetings on pastoral issues as when required
- In liaison with the pastoral teacher, maintaining a confidential filing system

General Statements	<ul style="list-style-type: none"> ▪ Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders. ▪ Enactment of Health and Safety requirements and initiatives as appropriate ▪ All employees are required to declare any conflict of interest that may arise before or during their employment. ▪ Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business.
	<ul style="list-style-type: none"> ▪ Undergo and meet school conditions for a satisfactory enhanced CRB check. ▪ Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures. ▪ To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board. ▪ Ensuring work is in line with the School's Green Commitment Policy goals. ▪ Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained. ▪ Treating all information acquired through your employment, both formally and informally, in strict confidence ▪ To demonstrate a commitment to good customer care. ▪ Any other duties of an appropriate level and nature will also be required.
To contribute as an effective and collaborative member of the School Team	<ul style="list-style-type: none"> ▪ Participating in training to be able to demonstrate competence. ▪ Participating in first aid training as required. ▪ Participating in the ongoing development, implementation and monitoring of the service plans. ▪ Contributing in meetings and being a supportive member of the school team.



Person Specification

Job Title:	Administrative Assistant	School Name:	<insert the school name>
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		Essential (E) or Desirable (D)	How assessed (A/I/T)
Knowledge / qualifications:	<ul style="list-style-type: none"> ▪ A sound knowledge of computer databases. ▪ Knowledge of co-ordinating and delegating the work of a team. ▪ Up to date knowledge of local government computerised school databases. ▪ Relevant qualification in supervisory management. 	E D E D	
Experience:	<ul style="list-style-type: none"> ▪ Experience of administration in a similar public sector environment. ▪ Experience of school staff and pupil databases. 	D D	
Aptitudes, skills and competencies:	<ul style="list-style-type: none"> ▪ Ability to communicate with care and discretion with persons at all levels. ▪ Ability to work pro-actively to achieve efficiency and effectiveness of a team of staff. ▪ Ability to organise one's own tasks with minimum supervision. 	E E E	
Special conditions:	<ul style="list-style-type: none"> ▪ Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate. ▪ Motivated to work with children & young people. ▪ Ability to form & monitor appropriate relationship & personal boundaries with children & young people. ▪ Emotional resilience in working with challenging behaviours. ▪ Appropriate attitudes to use of authority & maintaining discipline. ▪ The postholder may be required to work outside of normal school hours on occasion, with due notice. ▪ All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply. ▪ An understanding of the principles of Keeping Children Safe in Education 2015 and a commitment to ensuring the health, safety and wellbeing of all children. 	E E E E	