

Job Description & Personal Specification

School	Birchfield Primary School
Job Title	Administrative Support Assistant
Grade	B1/ B2
Conditions Of service	NJC
Responsible To	Business Manager

Special Conditions: This post is subject to a higher-level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Job Purpose: In liaison with the Headteacher/Business Manager, to be responsible for ensuring delivery of a high quality and efficient administration service within the school.

Responsibilities

To assist in providing a range of administrative support for internal and external customers.

To work as part of a team to provide customer focused services providing an excellent service to customers, colleagues, and visitors

To liaise with colleagues in order to prioritise work to meet conflicting deadlines

To maintain accurate records and track progress of work

To assist with the induction of new staff including the demonstration of duties.

Preparing routine correspondence, standard forms, certificates, information packs, handbooks, etc.

Managing meeting rooms and dealing with hospitality and signing-in of visitors

Assist with the arrangements for events etc.

Act as the first point of contact for visitors and customers – both in person and on the telephone. It is expected that everyone will be dealt with in a courteous, professional, calm and friendly way

To use IT applications and databases effectively to deliver administrative tasks. To input and retrieve data using computerised systems e.g. word, excel, databases, spreadsheets, Internet

To collate and prepare information from a variety of sources including basic reports

Take notes at meetings

Undertake general financial administration e.g. processing orders and/or cash handling

To maintain records for all staff under the guidance of senior officer

Maintain stock and supplies, cataloguing, ordering and distributing as required

To communicate effectively with internal and external customers in relation to work undertaken

To work with colleagues to help improve work organisation and effectiveness

Be aware of and comply with all policies and procedures e.g. child protection, health, safety and security, confidentiality, equal opportunities, and data protection, reporting all concerns to an appropriate person

Be responsible for safeguarding children and promoting their welfare and following child protection procedures

Participate in appraisal, training and development activities as necessary to ensure up to date knowledge and skills

Improve own practice through observation, evaluation, discussion with colleagues and appropriate CPD programmes.

To work collaboratively with colleagues, knowing when to seek help and advice.

Contribute to the overall ethos, work, and aims of the school by attending relevant meetings, training days/events as requested.

Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the values, standards and equal opportunities of the school and Leeds City Council.

Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures.

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

The Council has adopted a flexibility protocol and this role will be expected to work within these parameters.

Qualifications: Qualifications demonstrating ability in numeracy and literacy and NVQ Level 3 or equivalent would be desirable.

PERSONAL SPECIFICATION

ESSENTIAL REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

Skills Required

Able to communicate effectively with a wide range of people

Able to input/ retrieve information from databases

Able to process documentation using Word

Able to accurately enter/retrieve data information from information systems

Able to work flexibly as part of a team & show initiative

Able to prioritise work to meet conflicting deadlines

Able to demonstrate good numeracy & literacy skills

An ability to respect sensitive and confidential work.

To display a responsible and co-operative attitude to working towards the achievement of the schools aims and objectives

Knowledge Required

Of general office procedures and practice

Of relevant financial regulations to carry out financial transactions

Experience Required

Of dealing with queries from a wide range of people

Of working in partnership with others to deliver work to set deadlines

Of providing customer focussed services

Of participating in teams

In the use of the Microsoft package

Behavioural & other Characteristics required

Committed to continuous improvement.

Ability to understand and observe the School and Leeds City Council Equal Opportunities Policy.

To carry out all duties having regard to an employee's responsibility under Health & Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development

DESIRABLE REQUIREMENTS: It is desirable that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates are not required to meet all the Desirable requirements however these may be used to distinguish between acceptable candidates.

Skills Required

N/A

Knowledge Required

GCSE Maths and English Grade C or above

Experience Required

Previous experience of working in a school environment/office

Behavioural & other Characteristics required

N/A

Job Description Content Prepared / Reviewed by:

Name Samantha Hirst

Designation Headteacher

Date April 2024

Confirmation of Job Evaluation Undertaken

JE Ref Number

394

Name

Designation

Date