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**CHILDREN’S SERVICES**

**JOB DESCRIPTION**

**POST TITLE:** Administrative Assistant – Level 2

**GRADE:** Band 4 SCP 6 (Term Time only)

**RESPONSIBLE TO:** Office Lead

**Overall Objectives of the Post:**

Under the instruction/guidance of the office lead and senior staff: provide general administrative/financial support to the school, maintaining confidentiality at all times.

# Key Tasks of the Post:

1. **Organisation – You will provide an efficient and effective organisational support to the school:**
	* Undertake general office duties, answering telephone and face-to-face enquiries.
	* Assist in any relevant organisational arrangements for school trips, events etc.
2. **Administration – You will provide an efficient and effective administrative support to the school:**
	* Provide general clerical/administrative support e.g., photocopying, filing, complete standard forms, respond to routine correspondence.
	* Maintain manual and computerised records/management information systems.
	* Produce lists/information/data as required.
	* Undertake typing and word-processing and other IT based tasks.
	* Undertake ICT tasks within LA approved IT systems.
	* Take notes at meetings and prepare minutes.
	* Sort and distribute mail.
	* Undertake administrative procedures.
	* Maintain and collate pupil reports.
3. **Resources – You will provide effective and efficient support to the development of resources. You will:**
	* Operate relevant equipment/ICT packages (e.g., word, excel, databases, spreadsheets, Internet, Bromcom).
	* Maintain stock and supplies, cataloguing and distributing as required.
	* Provide general advice and guidance to staff, pupils and others.
	* Undertake general financial administration e.g., processing orders, where necessary.
4. **Responsibilities – You will contribute to the school’s overall achievement of its objectives. You will:**
	* 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 and support difference 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.
	* Provide support and guidance and supervision to staff that may come under your responsibilities.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others’ health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.