

## GENERIC JOB DESCRIPTION - SCHOOLS

Job information as shown on organisation chart

<b>Job Title:</b> Administrative Assistant – L5	<b>Post No:</b> GEN21	<b>Grade:</b> HC6
<b>Organisational information:</b>  <b>Responsible to:</b>  Headteacher  <b>Professionally responsible to:</b> <i>(where appropriate)</i>  <b>Dimensions:</b> <i>(quantifiable measures relating to the post, such as number of staff managed, number of patients, size of local population, budgets and so on)</i>  <b>Responsible for:</b>  The management of other administrative/support staff within the school (currently X people)  <b>Key relationships/Functional links with:</b> <i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i>  <i>Internal:</i> Pupils, staff, parents, officers of the LEA, and other agencies, as necessary.  <i>External:</i>		
<b>Main Purpose of Job:</b>  To manage the administrative and financial aspects of the school, supervising other staff when necessary.		
<b>Main Responsibilities / Accountabilities</b> <i>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation</i>  <b>Administrative Tasks</b> <ul style="list-style-type: none"> <li>• To draft recruitment advertisements for vacancies within school, place the adverts in the press and ensure that application packs are distributed promptly. To arrange subsequent interviews and be prepared to join interview panels when administrative vacancies arise.</li> <li>• To undertake reception duties, and dealing with the majority of enquiries. This will regularly involve more complex enquiries or taking initiative in dealing with upset or difficult parents. Signing visitors in and out of the school.</li> <li>• To respond to correspondence on behalf of the head teacher. This may involve drafting letters for him/her to later sign, or responding independently within certain perimeters.</li> <li>• To answer the telephone and, wherever possible, dealing with the enquiry. Taking messages or passing on to other members of staff, as required.</li> </ul>		

- To undertake typing/word-processing duties, including those requiring complex formatting.
- To act as personal assistant to the head teacher, including managing their diary and assisting with financial matters.
- To take minutes of meetings and arrange for their distribution.
- To assist the head teacher in the promotion of the school, contributing to the production/content of the school newsletter or prospectus.
- To proactively examine and implement ways in which the administrative work of the school can be made more effective.
- To investigate reasons for a pupil absence, including telephoning parents and, where necessary, liaising with the Education Welfare Service.
- To file documents.
- To ensure that the post is opened and distributed at the start of the school day, and outgoing post is dispatched.
- To take a lead role in arranging school trips, photographs, work placements, events etc.

#### Information

- To provide in-depth analyses of examination results.
- To ensure that statistical returns are completed accurately and promptly.
- To maintain complex computerised records and adapt these if necessary.
- To produce complex information as required, including for outside agencies such as the DfES.
- To maintain and collate pupil reports.
- To maintain records relating to attendance and produce data on these.
- To manage administrative/support staff (see 1<sup>st</sup> page of job description for details), including the recruitment, appraisal, and investigation of complaints.

#### Resources/Finance

- To undertake the administration of school lettings, including investigating ways of increasing income further, if required.
- To be a keyholder, and respond to emergency call-outs, if necessary.
- To co-ordinate and submit bids (for funding, school status etc.) using contributions from teachers and others.
- To ensure that staff are provided with photocopies of worksheets and other materials that they might need. Arrange for the collation and distribution of these, if necessary.
- To maintain supplies of school stationery and other school resources within an agreed budget. To initiate and process orders within defined perimeters.
- To take the lead role in monitoring the school budget, and the preparation and presentation of the final accounts to governors.
- To provide information to the head teacher and governors.
- To carry out budget planning and projection activities, as necessary.
- To process invoices and pass these forward for signature/payment in accordance with established procedures.
- To investigate anomalies/overspends and underspends and advise fund holders of balances, and corrective action that they might take.
- To maintain school standard fund and imprest account records.
- To proactively examine ways in which income can be generated for the school, or expenditure reduced, and discuss these with the Head teacher.
- To manage the school uniform or snack shop within the school, including ordering, record-keeping and budget management.
- To collect money from pupils, and ensure accurate records are kept.
- To use petty cash to make local payments and keep records of expenditure.
- To be responsible for the safe transport of monies to the designated bank, or other establishment, as required.

#### Staffing

- To manage administrative/support staff, including recruitment, appraisal and the initial investigation relating to potential disciplinary action, if necessary.
- To arrange for supply cover as necessary.

#### DATA QUALITY

##### Council staff

To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

##### Job Activities:

##### Other information:

- Disclosure type: enhanced.

##### General information:

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:

Line Manager Signature:

Date:

Date Job Description last reviewed:

October 2013

## GENERIC PERSON SPECIFICATION - SCHOOLS

Job information as shown on organisation chart

<b>Job Title:</b> Administrative Assistant – L5		<b>Post No:</b> GEN21	<b>Grade:</b> HC6
All candidates will be considered on their ability to meet the requirements of the person specification	<b>Essential criteria</b>		<b>Method of Assessment*</b>
<b>Experience</b>	<ul style="list-style-type: none"><li>Experience of working in a clerical/administrative role within a school.</li><li>Experience of supervising other staff.</li><li>Experience of monitoring a budget in excess of £100,000.</li><li>Experience of dealing with members of the public, including those who may be angry or upset.</li></ul>	AF, I	
<b>Skills and Abilities</b> <i>Including personal attributes</i>	<ul style="list-style-type: none"><li>Ability to draft effective and accurate letters on behalf of the head teacher.</li><li>Able to communicate effectively with parents, pupils and visitors to the school.</li><li>Effective user of Word, Excel and/or SIMS.</li><li>Well-organised and flexible approach to work.</li><li>Ability to work constructively and supportively as part of a team.</li><li>Good attention to detail.</li><li>Able to work largely on one’s own initiative.</li><li>Good customer care skills.</li><li>Ability to organise the work of others and support more junior administrative staff.</li><li>Proven ability to manage a large budget.</li></ul>	AF, I	
<b>Qualifications and Training</b> <i>including professional qualifications</i>	<ul style="list-style-type: none"><li>GCSE Maths and English (Grade C or above), or equivalent</li><li>AAT or other accounting qualification.</li><li>RSA 3 in word-processing (or equivalent)</li></ul>	AF, I	
<b>Other Factors</b> <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i>	<ul style="list-style-type: none"><li>Commitment to working with young people.</li><li>Willingness to work in support of the inclusive ethos of the school.</li><li>Police clearance.</li></ul>	I  DBS Police Check	
Line Manager Signature: Date:			

\*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

October 2013