

Job Title	Administrative Assistant
Pay Grade/scale	OUTL4 7-10 (FTE £23,400.00 - £24,684.00)
Actual salary pro-rata:	£19,310.64 - £20,371.86
Hours/weeks	35 hours, 44.26 weeks per year
Location	Newbridge Upper School
Responsible to	Office Manager

Job Purpose

The Admin Assistant is part of the school office team, who work together to provide an efficient and sympathetic general office and front line service and are responsible for undertaking administrative, financial, organisational processes within the school. Under the guidance of senior staff, the post holder will assist with the planning and development of support services

Duties

Organisation

- Provide front line services including: answering the telephone, receiving visitors, provide hospitality and deal with enquiries
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Organise school trips/events etc.

Administration

- Co-ordinate manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake typing and word-processing and complex IT based tasks
- Provide personal, administrative and organisational support to other staff
- Provide administrative and organisational support to the Governing Body where necessary
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfE
- Undertake administrative procedures

Resources

- Operate relevant equipment ICT packages
- Monitor and manage stock within an agreed budget seeking best value cataloguing resources and undertaking audits as required
- Manage uniform/snack/other 'shops' within the school
- Provide advice and guidance to staff, pupils and others
- Undertake research and obtain information to inform decisions
- Assist with procurement and sponsorship
- Undertake financial administration procedures
- Assist with the planning, monitoring and evaluation of budget
- Manage expenditure within an agreed budget

Responsibilities

- Promote the vision, and contribute to the overall aims and values of the school and trust and in so doing, support its leadership.

- 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 responsible for ensuring that personal and sensitive data processed within the school/trust is treated with confidentiality and kept secure and in line with Data Protection guidance including the new General Data Protection Regulations.
- Be aware of and support difference and ensure equal opportunities for all. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.
- Contribute to the overall ethos/work/aims of the school and trust.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.
- The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their Head of School /Line Manager commensurate with the skills, abilities and grade of the post.

Person Specification

Qualifications:

- NVQ 2 or equivalent qualification or experience in relevant discipline

Key Skills and Competencies

- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
- Very good numeracy/literacy skills
- Have good organisational skills
- Have significant experience of using ICT, and a working knowledge of Microsoft Office programmes, specifically Word and Excel
- To be able to maintain confidentiality
- Ability to relate well to children and adults
- Effective use of ICT equipment/resources
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- Ability to self-evaluate learning needs and actively seek learning opportunities
- An awareness of equal opportunities

Experience

- Experience of development, management and operation of administrative systems

Other Requirements

- You must have an up-to-date Enhanced DBS Disclosure which the school will apply for, on your behalf, if you are appointed to the role
- Present a professional and friendly disposition and personal image contributing to a welcoming school environment which supports equal opportunities for all
- Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times
- Opportunity to become first aider (optional)
- The school is committed to Safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment

The school is strongly committed to Safeguarding and Promoting the Welfare of Children and Young People. The successful applicant shall be required to undertake an enhanced DBS disclosure and other safer recruitment checks