



Many Minds One Heart

Northfield School & Sports College

Job Description

Job Title: Administrative Assistant

Responsible To: Office Manager
Grade: G (point 9 - 12)
Working Time: 15 hours per week, term time only
Holidays: School holidays

KEY PURPOSE OF THE JOB

To support the smooth running of the school, through efficient and effective administration.

MAIN DUTIES AND RESPONSIBILITIES

- Communicate with Governors, teaching staff, parents, students, visitors and all stakeholders, and provide a welcoming environment
- Update and collate policies, booklets, handbooks, documents etc. as required
- Collate reports in conjunction with other office staff as and when required
- Cover reception duties as and when required
- Distribution of post as and when required
- Generate pupil lists etc. as and when required
- Filing as and when required
- Photocopying school wide requests
- Operate office intercoms
- Provide advice and guidance for staff, pupils and others
- Undertake some financial administration procedures

GENERAL

- Be aware of and comply with policies and procedures relating to Child Protection, health, safety and confidentiality, reporting all concerns to an appropriate person.
- Establish constructive relationships and communicate with other agencies/professionals, to support achievement and progress of students
- Contribute to the overall ethos/work/aims of the school
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities
- Contribute to the school's responsibility to safeguard and promote the welfare of students

SCHOOL ORGANISATIONAL OBJECTIVES

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils and school improvement as a whole.
- Ensuring the safeguarding of all pupils
- Demonstrating consistently high standards of personal and professional conduct

CONDITIONS OF SERVICE

Governed by the National Joint APT&C Conditions, supplemented by local conditions as agreed by the governors.

SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment in accordance with the current DfE statutory guidance for Keeping children safe in education.

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check.

EQUAL OPPORTUNITIES

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.