Paddock School	Job Title: Administrative Assistant
Responsible to: Head of Operations	**Responsible for: N/A**
Grade: Scale 3 **Spinal point: 5**	**Working Hours: 36 per week** **Term Time Only** **Fixed Term 1st March 2027 – 1st March 2028**

Main Job Purpose
Responsible under the instruction or guidance of senior staff to provide general administrative or financial support to the school.

Tasks
- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid and welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist in arrangements for schools trips, events etc.
- Provide general clerical and administrative support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records and management information systems
- Produce lists, information and data as required e.g. pupils/staff data
- Undertake typing and word-processing and other IT based tasks
- Sort and distribute mail
- Undertake administrative procedures
- Maintain and collate pupil reports
- Operate relevant equipment and ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Maintain stock and supplies, cataloguing and distributing as required
- Provide general advice and guidance to staff, pupils and others
- Provide support to ensure meetings are booked and run smoothly. Book interpreters and room spaces
- Undertake general financial administration e.g. processing orders
- Support the HR team with general administrative duties
- Support the EHCP Officer in communicating with families regarding Education, Health, and Care Plans (EHCPs)

Responsibilities
- 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 and 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

- To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation

- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role

- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection

Person Specification

	Essential	**Desirable**
Qualifications	• Good numeracy/literacy skills	• NVQ 2 or equivalent qualification or experience in relevant discipline
Experience	• General clerical, administrative and financial work as appropriate	• Experience of working in a special educational needs school
Knowledge and Skills	• Effective use of ICT packages • Use of relevant equipment and resources • Good keyboard skills • Knowledge of relevant polices and codes of practice and awareness of relevant legislation • Ability to relate well to children and adults • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these • Ability to identify own training and development needs and co-operate with means to address these • Effective implementation of the school's equal opportunities policy in all areas of work	