

Beaver Road Primary School

Job Description

School Administrative Assistant, Grade 2

The post holder will report to the Finance Manager.

The main contacts of the job are: Staff, pupils and parents.

Main Purpose of the job

To provide routine general clerical, administrative and financial support to the school.

To work collaboratively with all staff and parents in order to support pupil /student well being and to promote the five outcomes of Every Child Matters.

Organisation

1. To undertake reception duties, answering telephone calls, emails and messages. Handling face to face enquiries and signing in/out visitors
2. To assist with pupil first aid and welfare duties, including looking after sick pupils, liaising with parents and staff etc
3. To undertake routine clerical and administrative support duties on behalf of individual members of staff, Sections / Departments or Faculties, in relation to the organisation of school activities.

Administration

4. To provide routine clerical support, for example, photocopying, filing, emailing, and completing routine forms
5. To maintain manual and computerised records and management information systems.
6. To collect and distribute incoming mail, despatch outgoing mail as appropriate
7. To undertake routine administration, for example, registers and school meals
8. To assist with school administrative duties relating to examination invigilation.

Resources

9. To operate office equipment, for example, photocopier and computer
10. To arrange the orderly and secure storage of supplies
11. To undertake routine financial administration, for example collecting and recording dinner money

Responsibilities

12. To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
13. To be aware of and support difference and to ensure equal opportunities for all
14. To contribute to the overall ethos, work and aims of the school
15. To attend and participate in relevant meetings as required
16. To participate in training and other learning activities and performance development as required

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered.

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Person Specification

School Administrative Assistant

Experience

- Experience of general clerical and administrative work/Sims experience preferred

Qualifications/Training

- Possess good numeracy and literacy skills

Knowledge/Skills

- Willingness to undertake minor first aid training
- Have a good understanding of and the ability to use relevant technology, for example, a photocopier
- Possess keyboard and computer skills
- Show a willingness to participate in development and training opportunities
- Ability to relate well to children and adults
- Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these

Personal Style and Behaviour

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.

Self motivation and personal drive to complete tasks to the required timescales and quality standards.

The flexibility to adapt to changing workloads demands and new school challenges.

Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users.

Personal commitment to continuous self-development.

Personal commitment to continuous school improvement.

Personal commitment to the school's professional standards, including dress code as appropriate.

Be willing to consent to apply for an enhanced disclosure barred check (DBS)