



ST. MARY'S  
ACADEMY TRUST



## ***Job Description***

<b>POST TITLE: Administrative Assistant</b>	
<b>POST REFERENCE NO:</b>	<b>GRADE: 2/3</b>
<b>RESPONSIBLE TO: Head teacher</b>	
<b>EMPLOYEE SUPERVISION: None</b>	
<b>DATE AGREED:</b>	
<b>BY WHOM:</b>	
<b>PURPOSE OF THE JOB</b> Under the direction/instruction of senior staff: provide routine clerical, administrative financial support to the school.	
<b>KEY AREAS</b> Organisation Administration Resources	
<b>DUTIES AND RESPONSIBILITIES</b> <b>1. Organisation</b> i) Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors. ii) Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc. iii) Assisting with arrangements for visits by school trips, events etc.	

## **2. Administration**

- i) Provide general clerical/administrative support e.g. photocopying, filing, faxing, emailing, complete routine standard forms, respond to routine correspondence.
- ii) Maintain manual and computerised records/management information systems
- iii) Produce lists/information/data as required e.g. pupils data.
- iv) Undertake typing, word-processing and other IT based tasks.
- v) Take notes at meetings
- vi) Sort and distribute mail
- vii) Undertake administration procedures
- viii) Maintain and collate pupil reports.
- ix) Undertake routine administration of school lettings and other uses of school premises.

## **3. Resources**

- i) Operate relevant equipment/ICT packages (e.g. Word, Excel, Databases, Spreadsheets, Internet)
- ii) Maintain stock and supplies, cataloguing and distributing as required
- iii) Operate uniform/snack/other 'shops' within the school
- iv) Provide general advice and guidance to staff, pupils and others
- v) Undertake general financial administration e.g. processing orders

## **4. Resonsibilities**

- i) 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.
- ii) Be aware of and support difference and ensure equal opportunities for all.
- iii) Contribute to the overall ethos/work/aims of the school
- iv) Appreciate and support the role of other professionals
- v) Attend and participate in relevant meetings as required.
- vi) Participate in training/learning activities and performance development as required.

**5. General**

- i) To undertake any other duties, commensurate within the grade, at the discretion of the Headteacher
- ii) Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Child Protection, Data Protection & Financial Regulations, Policies and Procedures
- iii) To develop and promote high standards throughout the school

**6. Other**

- iv) Ensure equality of opportunity is afforded to all persons both internal and external to St Mary's Academy Trust, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.



<b>Post Title: Administrative Assistant</b>	<b>Grade: 2</b>
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Criteria No	Attributes	Criteria	How Identified	Rank
1.	<b>Experience</b>	Recent relevant clerical/administrative/financial experience	A/I	Essential
2.	<b>Education and Training Attainments</b>	Level 2 or equivalent qualification or experience in relevant discipline.	A	Essential
3.		Good numeracy/literacy skills.	A	Essential
4.	<b>General and Special Knowledge</b>	Appropriate knowledge of first aid.	A/I	Desirable
5.		Effective use of ICT packages	A/I	Essential
6.		Good understanding and ability to use relevant technology e.g. photocopier.	A/I	Essential
7.		Good keyboard/computer skills.	A/I	Essential
8.		Knowledge of relevant policies/codes of practice & awareness of relevant legislation	A/I	Essential

9.	<b>Skills &amp; Attributes</b>	Ability to relate well to children and adults	A/I	Essential
10.		Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	A/I	Essential
12.	<b>Additional factors</b>	This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	A/I	Essential