



ST. MARY'S
ACADEMY TRUST



Job Description

SCHOOL: St Marys Primary School	
POST TITLE: Administrative Assistant	
POST REFERENCE NO:	GRADE: 2/3
RESPONSIBLE TO: Head teacher	
EMPLOYEE SUPERVISION: None	
DATE AGREED:	
BY WHOM:	
PURPOSE OF THE JOB Under the direction/instruction of senior staff: provide routine clerical, administrative financial support to the school.	
KEY AREAS Organisation Administration Resources	
DUTIES AND RESPONSIBILITIES 1. Organisation 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.



Post Title: Administrative Assistant	Grade: 2
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Criteria No	Attributes	Criteria	How Identified	Rank
1.	Experience	Recent relevant clerical/administrative/financial experience	A/I	Essential
2.	Education and Training Attainments	Level 2 or equivalent qualification or experience in relevant discipline.	A	Essential
3.		Good numeracy/literacy skills.	A	Essential
4.	General and Special Knowledge	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.	Skills & Attributes	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.	Additional factors	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