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**Job Description: Administration Assistant**

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| School | Elms School |
| Grade | KS B |
| Responsible to | Line Manager |

**Purpose of the Job:**

To provide general clerical or administrative support to the school under the direction or instruction of senior staff.

**Key duties and responsibilities:**

1. Provide administrative support e.g. photocopying, filing, faxing, emailing, completion of routine forms, administration relating to school meals. This could be directly supporting the Head teacher

2. Update manual and computerised records/management information systems.

Individuals in this role may also undertake some or all of the following:

1. Undertake reception duties, act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors

2. Open, sort and distribute incoming mail and post outgoing mail

3. First point of contact for sick pupils, liaise with parents / carers / staff

4. Assist with arrangements for visits, for example by school nurse, photographer and other meetings as required sending relevant documents to participants and taking accurate meeting notes as required.

5. Ensure collection of attendance registers

6. Arrange orderly and secure storage of supplies.

7. Keep simple financial records and process invoices for payment, referring any problems to the line manager, to ensure that financial records are accurate.

8. Undertake photocopying and shredding as required, reporting faulty machinery and equipment as necessary

9. Assist in the administration and recording of any school documentation as required

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Personal Specification

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA**  |
| **QUALIFICATIONS** | NVQ 2 or equivalent |
| **EXPERIENCE** | Some knowledge of administration and office systems |
| **SKILLS AND ABILITIES** | * Ability to Communicate effectively with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors.
* Literacy and numeracy skills – ability to read and write, put items in alphabetical order, add and subtract figures and to use a calculator
* Computer literacy – ability to use a computer and produce a range of accurate documents, using Windows and accurately input information, once training has been provided
* Ability to work to deadlines, eg when studying
* Ability to interact courteously and confidently with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors.
* Confidence and ability to ask questions relating to achieving the task
* Confident telephone manner and ability to write down accurate messages
* Good organisational skills, gained either through a course of study or within paid or voluntary work
* Ability to use a filing system, once training has been provided
* Ability to take accurate notes of meetings – experience could have been gained through school or college lecture notes
* Ability to retain and use a range of new information
* Ability to work confidentially, keeping work-related issues and discussions in the workplace
* Willingness to attend training courses which help you in your current role and develop your potential for other roles
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| **KNOWLEDGE** | * Requires knowledge of a range of administrative support tasks and office and related school procedures and systems.
* Awareness of equalities and diversity issues – respecting the needs and views of other people
* Understanding of health and safety issues within the workplace, once these have been explained
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