

**Administrative Assistant - job description**

**Pay: £14000 (actual salary)**

**Hours of work: Mon-Fri 8:30am-3: 30pm term time only + Staff Development Days**

**Report to: SLT**

**Overall Purpose of the job**

* **To provide direct administrative and clerical support within the administration team**
* **To support an efficient and professional reception service**

**Key Responsibilities**

Administration Service

* To provide an efficient administrative and clerical support service
* To fully utilize IT facilities and technology. To be able to work use the Microsoft Office package
* To comply with the organization’s administrative and financial procedures
* To maintain the highest standards of professionalism in line with occupational and organizational Codes of Conduct

Professional Development

* To engage in probation, supervision and appraisal processes
* To engage in professional development opportunities

General

* To ensure visitors, deliveries, telephone calls and support systems are run effectively
* To promote Health and Safety at work
* To promote people’s equality, diversity and rights
* To contribute to the safety of students, young people and protect them from harm

**Key Tasks**

Administration and Clerical Service

* Providing secretarial and administrative support to the Headteacher.
* Coordinating and performing day-to-day school administrative functions e.g. photocopying, sending reports to parents.
* Preparing and maintaining student records/files and ensuring that they are updated on a regular basis.
* Updating and organizing school administrative systems e.g. filing
* Producing newsletters, memos and agendas and notification systems.
* Attending meetings as required to take minutes.
* Reproducing minutes formerly and forwarding them to designated recipients
* Answering telephone calls and transferring calls to the appropriate recipients
* Working under the supervision of the Business Manager to support registration, admission, and reception procedures when required.
* Work in accordance with the values, culture, ethos, equalities and inclusion policies of the school
* To take appropriate action to manage, monitor and maintain a healthy, safe, secure, efficient and effective working environment.
* To complete school based induction and any subsequent training, which may improve and development performance.
* To work flexibly within the framework of the duties and responsibilities specified above
* To work subject to statute policies and procedures.
* To ensure that the reception and waiting areas are maintained to the highest professional standards
* Assisting with incoming and outgoing post
* To cover reception when required
* To assist in arrangements for meetings:

Organize rooms/furniture, provide equipment, and organize refreshments

* To proof read documents as required

Professional Development

* To engage in probation, supervision and appraisal as required
* To engage in continuous professional development opportunities

General

* To observe Health and Safety at work regulations and to report any cause for concern to SLT
* To contribute to the students and young people and protect them from harm by reporting any cause for concern to the Headteacher/SLT
* To value and promote people’s equality, diversity and rights at all times and to conduct yourself in a non-discriminatory manner
* The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other duties as may be required by the head-teacher within the grading level of the post and the competence of the post holder.

### Blue Skies Person Specification

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| --- | --- | --- | --- |
| **Skills and Abilities** | **Essential** | **Desirable** | **Assessed by** |
| Ability to produce professional, accurate and factual documents | ✓ |  | Application &Interview |
| To be discreet and observe the rules of confidentiality | ✓ |  | Application & interview |
| Excellent oral and written communications skills | ✓ |  | Interview |
| Organisational ability | ✓ |  | Application & Interview |
| Ability to plan own work and work on own initiative  | ✓ |  | Application & Interview |
| Ability to prioritise work to achieve deadlines | ✓ |  | Application & Interview |
| Ability to form and maintain professional relationships with proprietors, senior managers and all other staff | ✓ |  | Application & Interview |
| Ability to work as part of a team | ✓ |  | Application & Interview |
| Ability to present in a professional and courteous manner at all times | ✓ |  | Application & Interview |
| Knowledge |  |  |  |
| IT systems and software; particularly Microsoft office |  | ✓ | Application |
| **Attitudes** |  |  |  |
| To be reliable, honest and trustworthy | ✓ |  | Application & Interview |
| Recognise and promote Blue Skies School with an equalities agenda | ✓ |  | Interview |
| **Experience** |  |  |  |
| Working in a school environment |  | ✓ | Application & Interview |
| Qualifications  |  |  |  |
| English Language GCSE | ✓ |  | Evidence of qualification |
| Business and Administration Level 2 or equivalent |  | ✓ | Application |
| Guidance of recent CPD |  | ✓ | Application & Evidence |
| **Special Requirements** |  |  |  |
| Satisfactory enhanced DBS | ✓ |  | Application & Reference |
| 2 Satisfactory references | ✓ |  | Reference |