

Job Description

Greenfield Primary School

Job Title: **Administrative Assistant**

Grade: **5**

Post Number:

Responsible To: **Head teacher**

Responsible For: None.

**Key Relationships/
Liaison with:** School Business Manager, School Office Manager, Pre-School Office Manager

Job Purpose: To provide confidential, effective, efficient and flexible administrative support to the school with minimal supervision.

MAIN DUTIES AND RESPONSIBILITIES:

1. Produces a range of documents from a variety of sources, using various software packages (e.g. MS Office, Office 365). Use e-communications packages to correspond with parents after authorisation from school office manager/pre-school office manager.
2. Responds to correspondence from both standardised and non-standardised information, e.g. acknowledgements, requests for information.
3. Raises invoices, purchase orders and online orders. Reconcile parent and voucher payments.
4. Files documentation, after familiarisation with filing systems, in accordance with file location.
5. Opens, sorts and distributes incoming post and ensures despatch of outgoing post.
6. Answers standard enquiries by telephone or in person from parents / pupils / community users / other employees, giving and resolving non complex queries within areas of responsibility.
7. Operation of office equipment, e.g. fax machine and photocopier.
8. Inputs information into database (e.g. SIMS, EyMan) and/or spreadsheets, extract information as directed.

9. Undertake routine cash handling duties and card payments, including receiving and recording payment (e.g. dinner money, trips/swimming payments, pre-school fees), issuing receipts and preparing for banking.
10. Offer support in providing and organise refreshments for meetings.
11. Provide information to assist in the completion of returns to the LA e.g. Census, Sickness returns and school management as required.

SPECIAL FACTORS:

(Please delete/add where appropriate)

Subject to the duration of the need, the special conditions given below apply:

- (a) The nature of the work may involve the post holder carrying out work outside of normal working hours.
- (b) The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Person Specification

School/College: Greenfield Primary School

Job Title: Administrative Assistant

Grade: 5

Post Number:

	Essential	Desirable	How assessed
<u>Qualifications</u> Good general standard of education, GCSE Maths and English grade 4/5 or A – C or equivalent Attended SIMS, FMS training. ICT qualifications, e.g. word processing.	✓	✓ ✓	App/Doc
<u>Experience</u> Previous working in a school setting. Use of ICT applications relevant to the post, i.e. Word, Excel, Outlook. Experience of working in a reception role. Experience of dealing with queries from the public and ideally parents and children.	✓ ✓	✓ ✓	App/Ref
<u>Skills/Attributes</u> Word processing and ICT skills – able to use a range of database and software packages. Literate – excellent standard of grammar, punctuation and spelling. Numerate – able to receive and record cash. Excellent interpersonal skills – able to deal with a variety of people, including pupils, where necessary, sensitively,	✓ ✓ ✓		App/Doc

	Essential	Desirable	How assessed
<p>emphatically and, when necessary, assertively.</p> <p>Able to make judgements about processing calls and correspondence (e.g. filtering, passing on to other staff, etc).</p> <p>Good communication skills – both oral and written.</p> <p>Good time management skills – be able to prioritise work.</p> <p>Able to be assertive when necessary, to achieve appropriate priorities and outcomes.</p> <p>Able to keep calm in difficult situations.</p> <p>Able to operate effectively as a member of a team and with minimum supervision.</p> <p>Loyalty and dependable.</p> <p>Self-motivated.</p> <p>Flexible – to meet peaks and flows of work.</p> <p>Willingness to undertake training.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		
<p><u>General Circumstances</u></p> <p>Attendance - evidence of regular attendance at work.</p> <p>An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.</p>	<p>✓</p> <p>✓</p>		<p>App/Ref/ Med</p> <p>App/Int</p>
<p><u>Factors not already covered</u></p> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010</p>	<p>✓</p>		<p>Med</p>

App = Application Form Test = Test Int = Interview Pre = Presentation Med = Medical Questionnaire Doc Evidence (e.g. Certificate)