

Please note this job description has been evaluated and may be adopted by schools in it's current format. If, however, you make any significant changes to the JD, it is important that you contact us for advice as the changes may affect the grade.

Job title: Administrative Assistant (primary/special schools)

Grade: H10

School:

1. Job purpose

Under the general direction of the Headteacher to be responsible for a wide range of school administrative tasks, to include financial recording.

2. Main duties

- a) To organise and manage the school office, including establishing, maintaining and developing effective and efficient administrative systems.
- b) To be responsible for all HR administration including the maintenance of staff records and HR files, staff absence records and the booking of supply teachers, casual cover together with their payment. This will involve the maintenance of the HR system, completion of all documentation for employment and payroll purposes and providing returns and management information as required to the Headteacher, Governors, LA and national department/bodies.
- c) To be responsible for straightforward recording of financial information to include:
 - processing of invoices
 - upkeep of financial records
- d) To maintain relevant pupil records including admissions, transfers, absences and exclusions. This will also involve compilation of appropriate LA/DfE returns.
- e) To liaise with the school caretaker and cleaning staff as appropriate to assist in premises maintenance, building security and Health and Safety requirements.
- f) To provide a confidential secretarial service to the Headteacher and other staff as required, maintaining efficient filing systems for all aspects of the school administration. This will involve access to and responsibility for confidential and personal information relating to both pupils and staff.
- g) The postholder will be expected to act as an adult role model and support school policies when dealing with students or visitors to the

school.

3. Dimensions

Number of pupils:

Number of staff:

Size of delegated budget £ p.a.

4. Job context

The postholder will be the main provider of administrative services to support the effective management and operation of the school.

5. Supervision and work planning

The postholder will receive general direction and supervision from the Headteacher but will be expected to use initiative to anticipate requirements and deal with situations as they arise.

6. Problems and decisions

Planning and prioritisation of work to meet internal or external deadlines.

Developing administrative systems and/or resolving relevant problems with limited direct supervision.

Acting as the first point of contact for parents and other school visitors or telephone calls, dealing directly with queries or identifying appropriate person to refer to.

7. Contacts

The postholder will be required to establish good working relationships with all school staff, while being sensitive to confidentiality requirements. There will be frequent contacts with pupils, parents, school visitors, suppliers and contractors, LA officers, particularly advisory, personnel, finance and payroll staff and governors. The ability to deal effectively with all these groups is important.

8. Knowledge, experience and training

Essential

A BTEC or ONC in Business Studies, NVQ Level 3 or a good level of general education normally evidenced by a minimum of 3 GCSEs (including Maths and English) at Grade C or above or other equivalents and appropriate relevant experience.

Word processing skills and experience with a minimum requirement of 45 w.p.m. Good interpersonal skills.

Competent use of ICT applications, subject to training being provided for the use of relevant school/Council systems.

Desirable

Previous experience in school administration.

9. Physical effort and/or strain

Working in a normal office environment. No specific requirements.

10. Working environment

Most work will be undertaken in and around the school office. This is a busy environment owing to the layout of the school buildings and the nature of the work, which may lead to a high level of interruptions on a daily basis.

11. Equipment

Computer and other office equipment.

12. Special notes or conditions

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) unless they are protected disclosures as listed in the Exceptions Order.

Please note: The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and, if they are disclosed, employers cannot take them into account.

The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the schools child protection and behaviour management policy.