**Job Description**

**Administration Support Assistant**

**Grade 2**

The post holder will report to the School Business Manager. The main contacts of the job are: The head teacher, teaching and support staff, pupils and parents.

**Main Purpose of the Job**

To provide routine general clerical, administrative and financial support to the school.

To work collaboratively with all staff and parents in order to support pupil /student well being and to promote the five outcomes of Every Child Matters.

**Main Duties and Responsibilities**

1. To undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors.
2. To assist with pupil first aid and welfare duties, including looking after sick pupils, liasing with parents and staff etc.
3. To undertake routine clerical and administrative support duties on behalf of individual members of staff, Sections / Departments or Faculties, in relation to the organisation of school activities.
4. To provide routine clerical support, for example, photocopying, filing, faxing, emailing, and completing routine forms.
5. To maintain manual and computerised records and management information systems.
6. To undertake typing, word processing and other IT based tasks.
7. To collect and distribute incoming mail, despatch outgoing mail as appropriate.
8. To undertake routine administration, for example, registers and school meals.
9. To assist with school administrative duties relating to examination invigilation.
10. To operate office equipment, for example, photocopier and computer.
11. To arrange the orderly and secure storage of supplies.
12. To undertake routine financial administration, for example collecting and recording dinner money.
13. To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
14. To be aware of and support difference and to ensure equal opportunities for all.
15. To attend and participate in relevant meetings as required.
16. To participate in training and other learning activities and performance development as required.
17. To converse at ease and provide advice in accurate spoken English is essential for the post.

**Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered.**

## Person Specification

**Administration Support Assistant**

**Grade 2**

**For this job we are looking for**:

Experience of general clerical and administrative work.

Possess good numeracy and literacy skills. A minimum of grade C in both English and Maths or equivalent is essential.

Willingness to undertake minor first aid training.

Have a good understanding of and the ability to use relevant technology, for example, a photocopier.

Possess keyboard and computer skills.

Show a willingness to participate in development and training opportunities.

Ability to relate well to children and adults.

Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.

The post holder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.

# Personal Style and Behaviour

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.

Self-motivation and personal drive to complete tasks to the required timescales and quality standards.

The flexibility to adapt to changing workloads demands and new school challenges.

Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users.

Personal commitment to continuous self-development.

Personal commitment to continuous school improvement.

Personal commitment to the school’s professional standards, including dress code as appropriate.

Be willing to consent to and apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service).