**SCHOOL ADMINISTRATIVE ASSISTANT - ADMINISTRATION & ORGANISATION**

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| SCHOOL ADMIN 2- Under the instruction/guidance of a line manager: provide general administrative/financialsupport to the school. |
| TASKS**Organisation*** Undertake reception duties; answering telephone, face to face enquiries, liaising with relevant staff, outside agencies and parents, dealing with visitors etc.
* Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
* Assist in arrangements for schools trips, events etc.

**Administration*** Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence
* Maintain manual and computerised records/management information systems
* Produce lists/information/data as required e.g. pupils data
* Undertake typing and word-processing and other IT based tasks
* Take notes at meetings
* Sort and distribute mail
* Undertake administrative procedures (E.g. assessment data entry, orders, invoices etc)
* Maintain and collate pupil reports
* Undertake routine administration of school lettings and other uses of school premises

**Resources*** Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
* Maintain stock and supplies, cataloguing and distributing as required
* Operate mid morning snacks within the school
* Provide general advice and guidance to staff, pupils and others
* Undertake general financial administration e.g. processing orders

RESPONSIBILITIES* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Where appropriate provide supervision for other staff carrying out routine administrative tasks
* Be aware of and support difference and ensure equal opportunities for all
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required
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| The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations. |

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| **Experience** | * General clerical/administrative/financial work
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| **Qualifications/****Training** | * NVQ 2 or equivalent qualification or experience in relevant discipline
* Good numeracy/literacy skills
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| **Knowledge/Skills** | * Effective use of ICT packages
* Use of relevant equipment/resources
* Good keyboard skills
* Ability to relate well to children and adults
* Work constructively as part of a team, understanding school roles & responsibilities and your own position within these
* Knowledge of relevant polices/codes of practice & awareness of relevant legislation
* Ability to identify own training & development needs & cooperate with means to address these
* Appropriate knowledge of first aid
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