**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 |
| 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 |
| **Qualifications/**  **Training** | * NVQ 2 or equivalent qualification or experience in relevant discipline * Good numeracy/literacy skills |
| **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 |