



Job Description – Administrative Assistant

Post	Administrative Assistant
Grade	Kent Range 5
Responsible to	PA to the Headteacher
Responsible for	As explained on job description
Working hours	37 hours per week

Job Description

Administrative Assistant

JOB PURPOSE:

To provide specific clerical and administrative functions for the school under the direction or instruction of senior staff, taking a proactive role in relation to its day to day functioning.

Key Duties and Responsibilities

- Support the day to day clerical and administrative functions of the school including clerical processes, word processing, IT based tasks requiring knowledge of various ICT packages and operation of office equipment and the processing of incoming and outgoing mail.
- Produce and present in a useful manner, lists, information and data as requested by senior staff or external agencies (e.g. standard/statutory returns).
- Develop and maintain manual and computerised records and management information systems (SIMS, Edulink and Evolve).
- Act as one of the main point of contacts for the school, covering reception when necessary, investigating queries, assessing the nature of telephone calls, referring them to the appropriate person without referral to the line manager where possible, and receiving visitors in a courteous, prompt and efficient manner, to ensure that staff, service users and members of the public who contact the school are dealt with efficiently and consistently.
- One of the first points of contact for sick pupils, liaising with parents / carers/ staff. Administer First Aid as required. Be prepared to undertake a First Aid refresher training when required.
- Provide office support to the midday supervisors, contacting Leadership team or Heads of Years when support from them is required.
- Internal and external event coordination to ensure the smooth running of events by liaising with Leadership group, site team, catering and stakeholders.
- Assist the Admissions officer with the admin for the 'Aim Higher club' (runs twice yearly).
- Organise the Leadership Detention lists for the twice-weekly detention duties. Liaise with parents/ students/ form tutors regarding dates scheduled, and liaise with appropriate Year Head regarding the reason for detention and ensuring this is recorded on SIMSupport the Behaviour Team by the issuing of Isolation area notification letters to parents.
- Assist the PA to the Headteacher in overseeing the smooth running of the Immunisation schedules on visits from the School Health Team.
- Provide support to the PA to the Headteacher in proof reading documents, such as policies and parent and staff bulletins.
- Any other reasonable request from the PA to the Headteacher.
- Under the direction of the PA to the Headteacher arrange and coordinate appointments and meetings on behalf of the Headteacher and other senior members of staff, organising venues and equipment, dealing with relevant documents and taking meeting notes as required.

In addition

- It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards pupils or employees, including those who may be, for example, from minority ethnic communities, women, disabled or older people. The postholder should also counteract such practice or behaviour by challenging or reporting it.
- It is the duty of the postholder to report to the Designated Safeguarding Lead (DSL) any concerns relating to child protection issues, including any disclosures made by pupils.

Person Specification: Administrative Assistant – Kent Range 5

The following outlines the criteria for this post:

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • NVQ 2 or equivalent.
EXPERIENCE	<ul style="list-style-type: none"> • Operational experience of administrative systems.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Standard keyboard skills. • Literacy and numeracy skills. • Computer literacy – ability to produce a range of accurate documents and standardised reports using Windows WP package and basic spreadsheet and database functions. • Ability to organise and prioritise workload to achieve deadlines. • Ability to communicate effectively and in a courteous manner, in person and over the telephone. • Ability to receive and assess information over telephone or in person and refer to the appropriate person or source of information. • Ability to investigate queries and anomalies when required. • Ability to operate computerised and manual filing systems and to make improvements where necessary. • Ability to take accurate notes and minutes of meetings. • Co-ordination skills when arranging meetings and appointments. • Commitment to equalities and the promotion of diversity in all aspects of working. • Initiative and problem solving skills in relations to staff and student matters. • A commitment to undergo training as and when required. • An understanding of equality of opportunity. • An understanding of Child Protection and Safeguarding. • Flexible, honest, sense of humour, patience, perseverance, team player.
KNOWLEDGE	<ul style="list-style-type: none"> • Requires knowledge and procedures for a range of administration activities including knowledge of various IT packages. • Good working knowledge of SIMS (School Information Management System). • Awareness of the School's Record Retention Policy and freedom of information protocols or an awareness of the requirement for this policy and protocol. • Knowledge of computerised and manual filing systems. • Awareness of Data Protection and confidentiality issues. • Staff will be expected to have an awareness of and work within national legislation and procedures relating to Health and Safety.