



JOB DESCRIPTION

Administration Assistant

GRADE: 2 (points 2-4)

Hours: 30 hours per week, 38 weeks per year

LEVEL DESCRIPTION

All duties will be carried out within recognised procedures or guidelines.

May include ad hoc duties, which require some initiative.

Will make day-to-day decisions about own workload, within a clear framework.

There will be some need to interpret information or situations and to solve straightforward problems.

Problems will be referred to line manager (Headteacher or Head of School), who will be available for direction and guidance.

No direct responsibility for supervising others, but may involve demonstrating duties or giving advice and guidance to new employees or others.

INTRODUCTION

The level description gives an overview of the level of competence required to carry out work at this level.

Each school is organised differently, and the range of duties carried out at this level will be different in each school. Some jobs may carry out a diverse range of duties whilst others may be engaged on a narrower range of tasks.

The next section of this benchmark job description will give examples of the types of work that may be carried out at this level. This list is not exhaustive and is intended to give a flavour to help schools to assimilate jobs to the appropriate level.

EXAMPLES OF DUTIES AT THIS LEVEL

- Act as the first point of contact for visitors
- Receive and redirect telephone calls
- Arrange hospitality as required

- Undertake photo copy/ scanning/ audio/word-processing of correspondence reports, etc for teaching and administrative staff.
- Operate reprographic equipment as required.
- Arrange for reprographic equipment repairs and servicing following procedures.
- Maintain records of print numbers for accurate recharging.
- Maintain and manage an ordering process for school supplies, following Trust procurement procedures.
- Check stock deliveries and refer any queries to suppliers or line manager, as required.
- Receive and process monies/income, including processing & banking of cash/cheques and issue of receipts, in accordance with procedures, e.g. school meals, school funds, sale of tickets, supplies.
- Manage the online payment system, producing banking reports as requested.
- Assist with the checking and processing of all orders and goods received notes within agreed framework.
- Assist with administration related to clubs/ wrap around care e.g. bookings/ payments/ assisting teaching staff to arrange cover.
- Processing daily absence records and recording including holiday requests.
- Deal with incoming and outgoing post.
- Keep notice boards and display areas tidy and up to date.
- Maintain lists of parent letter/ email preferences and contact information.
- Assist with organisation of school visits including booking transportation.
- Maintain lettings schedules and records.
- Submit staff absence insurance claims.
- Maintain register of staff/ governor pecuniary interests.
- Process staff expenses.
- Oversee the completion of personnel database, currently Arbor. Complete LA and DfE returns such as Workforce CENSUS and Pupil CENSUS in conjunction with Headteacher/ Head of School.
- Oversee the submission of monthly timesheets for staff and supply teachers.
- To maintain the school's single central record.
- Manage monthly water temperature testing and fire testing procedures.

The duties listed above are examples of duties at this level and other duties of a similar level/nature may be undertaken by individuals and are not excluded simply because they are not itemised.

PERSON SPECIFICATION

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Knowledge:		
Technical or specialist	<ul style="list-style-type: none"> • 5 GCSE grade C and above including Mathematics and English or equivalent. 	<ul style="list-style-type: none"> • Knowledge of computer systems e.g. MS Office products.
Literacy and numeracy	<ul style="list-style-type: none"> • To maintain simple records, e.g. dinner monies, school fund, sale of tickets, supplies etc. • Ability to collect monies and maintain accounts for school activities, e.g. dinner money. • Ability to carry out administrative tasks. 	
Organisational		<ul style="list-style-type: none"> • Knowledge of the school's financial procedures, e.g. banking. • Knowledge of basic health and safety responsibilities. • Knowledge of policies and procedures, e.g. sickness and absence records procedure. • Knowledge of administrative procedures, e.g. ordering, incoming/outgoing post.
Knowledge & use of equipment	<ul style="list-style-type: none"> • Ability to use/operate general office equipment, including reprographic, binding, audio typing or word-processing etc. 	

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Mental Skills:		
Problem solving	<ul style="list-style-type: none"> Carry out checks on stock deliveries and refer any queries to suppliers or line manager as appropriate. Resolve straightforward problems e.g. relating to dinner money or equipment, referring to manager as necessary. 	
Thinking creatively / Developing new ideas	<ul style="list-style-type: none"> Contribute to the production of materials, e.g. lay out of year books/staff handbooks etc. 	
Planning ahead	<ul style="list-style-type: none"> Assist in the preparation for school activities e.g. sports day 	

Interpersonal & Communications Skills:

Caring skills	<ul style="list-style-type: none"> Attend to sick/injured pupils, make arrangements as required. 	
Verbal and written communications skills (including use of languages)	<ul style="list-style-type: none"> Act as first point of contact for visitors. Arrange hospitality as required. Receive and redirect telephone calls, passing on messages to others. Undertake word processing of correspondence, reports etc. Ability to handle confidential, sometimes sensitive information. 	

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Training and / or presentation skills	<ul style="list-style-type: none"> May assist/contribute to induction training for new administrative/finance staff. 	
Physical skills:		
Keyboard skills / use of mouse	<ul style="list-style-type: none"> Keyboard and mouse skills are required to undertake a range of tasks such as the production of reports, routine and non-routine correspondence etc. 	<ul style="list-style-type: none"> Ability to use school financial management/admin systems with precision.
Other attributes:		
Level of autonomy	<ul style="list-style-type: none"> The post holder will be expected to make day to day decisions about own workload, within clear guidelines and procedures. Supervisory assistance is available most of the time. 	