

Job Description

Job Title Administrative Assistant

Grade A1/B1

Responsible to Immediate Line Manager

Job Purpose: To provide routine general reception and administrative support to the school

Responsibilities

Undertake reception duties, answering routine telephone and face to face enquiries and the signing in of visitors

Provide routine clerical support e.g. photocopying, filing, faxing, emailing, and completing routine forms

Present a positive personal image, contributing to a welcoming environment for customers/visitors

Provide an excellent customer service to colleagues, partners and members of the public

Maintain manual and computerised records/management information systems

Undertake typing, word-processing and other IT based tasks

Sort and distribute mail

Arrange orderly and secure storage of supplies

Undertake routine financial administration e.g. collect and record cash handling or take care of small amounts of monies, occasionally processing of cheques and invoices

Report inappropriate behaviour and convey serious incidents to line manager, as appropriate

Be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Be aware of and support equal opportunities policies

Contribute to the overall ethos/work/aims of the school

Attend and participate in relevant meetings as required

Participate in training and other learning activities and performance development as required

Support induction and training of new staff as required by the manager

The duties outlined are not meant an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

Qualifications

Qualifications demonstrating ability in numeracy and literacy

PERSONAL SPECIFICATION

ESSENTIAL REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

Skills Required

Able to communicate effectively with a wide range of people

Able to file, retrieve, sort and complete documents accurately

Able to use a range of office equipment (e.g. printers, photocopiers, fax).

Able to process documentation using Microsoft package

Able to accurately enter/retrieve data information from information systems

Able to work flexibly as part of a team

Able to prioritise work tasks to meet conflicting deadlines

Able to understand and follow instructions

An ability to respect sensitive and confidential information and work.

Knowledge Required

Of general office procedures and practice

Experience Required

Of dealing with queries from a wide range of people

In the use of the Microsoft package

Behavioural & other Characteristics required

Committed to continuous improvement.

Ability to understand and observe the School and Leeds City Council Equal Opportunities Policy.

To carry out all duties having regard to an employee's responsibility under Health & Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development

DESIRABLE REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Skills Required

N/A

Knowledge Required

N/A

Experience Required

Of working as part of a team

Of organising work tasks and duties to meet appropriate service standards e.g. in terms of timeliness, accuracy and customer care

Of working within a school setting

Behavioural & other Characteristics required

N/A