**JOB DESCRIPTION**

**TITLE OF JOB: WORK EXPERIENCE ADMIN ASSISTANT**

1. **JOB OUTLINE**

**1 a) REASON JOB EXISTS**

To gain experience in providing clerical, administrative and financial support to the school.

**1 b) POSSIBLE WORK EXPERIENCE CONTENT**

* Administrative & financial support including:
* School Milk administration, logging & banking money
* School Uniform taking sales & packaging orders, logging & banking money
* School Trips administration, logging & banking money
* Pupil Admissions – preparing correspondence for Nursery, Reception &

In-Year Admissions

* Staff recruitment administration – preparing interview invitation letters, preparing interview packs, reference requests and offer letters
* Maintain manual and computerised records including pupil & parent information on SIMS
* Undertake typing and word-processing.
* Class Registers – print weekly and distribute to classes
* Clerical support including:
* Reception duties including response to telephone and personal enquiries
* Photocopying and distribution of whole school / class letters
* Laminating, shredding and archiving
* Ensuring Reprographics Room is kept tidy and adequately stocked
* Keeping Foyer forms well stocked and tidy
* Lost Property management
* Assisting First Aider with medical support to pupils which may include:
* Checking administering of prescription medication to pupils as required and completing appropriate paperwork
* Shadowing manning of Medical Room over lunch breaks and providing first aid to pupils as required including raising appropriate accident form, contacting parents and staff as necessary
* Shown how to maintain medical records and the medication kept at school
* Restock first aid supplies including kits within classrooms and those required for offsite trips/activities

**THE ABOVE ONLY APPLICABLE IF CANDIDATE FIRST AID TRAINED**

**1 c) EQUALITIES**

Be aware of and support difference and ensure that the school’s equalities and diversity policies are followed.

**1 d) HEALTH AND SAFETY**

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report any concerns to an appropriate person.

**1 e) DBS**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure & Barring Service as part of Hertfordshire County Council’s pre-employment checks.

**1 f) ADDITIONAL INFORMATION**

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools’ policies and practices. Confidentiality needs to be maintained at all times.

**2.** **SUPERVISION**

The jobholder is managed by the School Business Manager. All non-routine decisions are referred upwards.

**3.** **JOB CONTEXT**

The school has a team of administrative staff who provide the full range of reception and administrative functions.

The work is varied and no day is the same but there are a number of daily, monthly and termly routines which are required to be completed to set deadlines.

**4.** **CONTACTS**

The jobholder works with all members of staff in the school and is based in the front School Office. They will have frequent contact with parents, visitors, contractors and other staff.

**5.** **KNOWLEDGE, EXPERIENCE AND TRAINING**

* Experience of clerical, administrative and financial work
* Good numeracy and literacy skills
* Ability to use standard office software
* Accuracy and attention to detail in work completed
* Ability to work as part of a team
* Understanding of the needs of children

**6. PROBLEMS AND DECISIONS**

The jobholder exercises discretion in phone calls and personal callers for the Headteacher and other members of staff whilst ensuring that all enquiries are dealt with expeditiously.

**7.** **DIMENSIONS**

The job may require the recording and banking of money collected from pupils and staff and recording of other payments made to the school.

The jobholder is part of an administrative team who are expected to support each other.

Flexibility by all staff is important in order to meet the varied needs of pupils and staff.

**The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

Please tick to confirm this questionnaire has been agreed by the department and any job holder(s)