



ADMINISTRATIVE ASSISTANT

Pay Grade: H2

Purpose of the Role: To provide general administration support to the School under the direction or instruction of Senior Staff

Responsibilities:

- Provide administrative support e.g. photocopying, filing, faxing, emailing, completion of routine forms, school meals. This could be directly supporting the Head teacher.
- Update manual and computerised records/management information systems
- Provide reprographic support to teaching and non-teaching staff.

Individuals in this role may also undertake some or all of the following:

- Undertake reception duties, act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors
- Open, sort and distribute incoming mail and post outgoing mail
- First point of contact for sick pupils, liaise with parents / carers / staff
- Assist with arrangements for visits, for example by school nurse, photographer
- Ensure collection of attendance registers
- Arrange orderly and secure storage of supplies.
- Provides Admin support at meetings (notes of meetings)
- Occasionally handle cash e.g. for school visits, dinner money
- Check incoming stock deliveries and arrange for distribution and storage

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| <p><b>Knowledge</b><br/>         Good knowledge of ICT systems (word, power point, Excel, SIMS)<br/>         NVQ level 2 (or equivalent)<br/>         Level 1 Safeguarding<br/>         Understanding of the Schools ethos and values</p> | <p><b>Competencies</b><br/>         Planning and Organising<br/>         Communication (written and verbal)<br/>         Listening<br/>         Detail Handling<br/>         Team working<br/>         Problem solving</p> |
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*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 DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the PMD process*

*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.*

Signed .....

Date .....

PRINT NAME .....