

<b>DIRECTORATE:</b>	Education & Family Support
<b>SCHOOL:</b>	Coety Primary School
<b>POST:</b>	Administrative Assistant
<b>GRADE OF POST:</b>	Grade 3
<b>RESPONSIBLE TO:</b>	Administrative Manager

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## **JOB PURPOSE**

Under the direction and instruction of Line Manager or senior staff provide routine clerical, administrative and financial support to the school.

## **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES**

- Receives, sorts, and distributes post (post, intranet, and internet).
- Files documents (electronically and manually).
- Type's correspondence, reports, forms, and other documents using standard templates.
- Record staff and pupil absences, producing reports on absence.
- Operates office equipment.
- Collates information for reports and newsletters.
- Inputs data/information into school systems using databases and spreadsheets.
- Maintain records and provide general clerical support to the school.
- Provides reception duties, proactively and positively dealing with visitors, parents/carers, and children.
- Answers the telephone taking messages, giving advice, and responding to queries.
- Assist with pupil first aid/welfare, looking after sick pupils, liaising with parents/carers.
- Follow up on pupil absences.
- Maintains supplies of stationery and other resources, such as stock and first aid.
- Assist with school events and arrangements for example nurse, photographer.
- Receive and record dinner money.
- Arranges room bookings.

## **GENERAL DUTIES**

To understand the Health and Safety responsibilities which fall within a manager's role and the personal Health and Safety responsibilities within the HASAWA 1974. To ensure that all activities are operated in accordance with Equal Opportunities legislation and Best Practice.

## **REVIEW DATE/RIGHT TO VARY**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

## **CRIMINAL RECORDS BUREAU**

This post requires a criminal records check through the Disclosure & Barring Service (DBS).

# Person Specification

## Administrative Assistant

The following attributes represent the range of skills, abilities, and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Y).

Attributes	Requirements	Essential	Method of Evaluation / Testing
<b>Qualifications, Education and Training</b>	- QCF 2 or equivalent in administrative / financial field or ability to demonstrate competence through experience.	Y	Production of original Qualification Certificates and application form.
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>- Previous administrative and/or financial experience.</li> <li>- Experience of ICT packages.</li> <li>- Knowledge of First Aid procedures.</li> <li>- Comply and assist with school policies and procedures relating to child protection, health and safety, security, confidentiality, equal opportunities, data protection etc., reporting all concerns to the appropriate person.</li> </ul>	 Y   Y	Interview, application form and selection process.
<b>Skills and Personal qualities</b>	<ul style="list-style-type: none"> <li>- Ability to relate well to children and adults.</li> <li>- Flexible and can respond to changing circumstances and requirements.</li> <li>- Ability to communicate through the medium of Welsh OR willingness to learn the language.</li> <li>- Is courteous at all times in dealing with others.</li> <li>- Competent keyboard skills.</li> <li>- Good numeracy/literacy skills.</li> </ul>	 Y  Y  Y  Y  Y	Interview, application form and selection process.

	- Work constructively as part of a team.	Y	
	- Plan workload to meet deadlines and requirements.	Y	
	- Understands and complies with data protection guidelines, confidentiality and child protection.	Y	

