

## **Job Description**

<b>DIRECTORATE:</b>	Education & Family Support
<b>SCHOOL:</b>	Ysgol Gymraeg Bro Ogwr
<b>POST:</b>	Administrative Assistant
<b>GRADE OF POST:</b>	Grade 3
<b>RESPONSIBLE TO:</b>	Headteacher

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### **JOB PURPOSE:**

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

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- Receives, sorts and distributes post (post, intranet, and internet).
- Files documents (electronically and manually).
- Types 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, dealing with visitors, parents and children.
- Assist with school events and arrangements for example nurse, photographer.
- Update school calendar of events and arranges rooms.

### **GENERAL DUTIES**

#### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

#### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding and Quality Team or Children's Safeguarding Assessment Team.

### **Review and 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 CHECK**

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 (√).

Attributes	Requirements	Essential	Method of Evaluation / Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• QCF (NVQ) Level 2 or equivalent in administrative / financial field or ability to demonstrate competence through experience</li> </ul>	Yes	Production of original Qualification Certificates and application form.
<b>Knowledge &amp; 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>• Awareness of school policies and procedures relating to child protection, health and safety, security, confidentiality, equal opportunities, data protection etc.</li> </ul>	Yes  Yes  Yes	Interview, application form and selection process.
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Good numeracy/literacy skills</li> <li>• Work constructively as part of a team</li> <li>• Ability to relate well to children and adults</li> <li>• Plan workload to meet deadlines and requirements</li> <li>• Ability to communicate through the medium of Welsh</li> </ul>	Yes Yes Yes  Yes	Interview, application form and selection process.