

CHRIST CHURCH CE PRIMARY SCHOOL



Job Description

Job Title:	Administration Assistant
Accountable to:	Headteacher, Office Manager
Grade:	G3
Liaising with:	Headteacher, other members of staff- teaching and non-teaching, Governors, LA, parents, other external stakeholders.
Disclosure level:	Enhanced

Main Purpose

To provide administrative and financial support to the Headteacher, senior office staff and managers/staff within school.

Role Description

- To be the first point of call on the telephone and face to face for parents and visitors to school.
- To respond to general enquiries from staff, pupils, parents and visitors and to undertake reception duties as required.
- To sort and distribute internal and external mail.
- To provide general clerical and/or administration support.
- To undertake general financial administration which may include reconciling school trips and supporting the fund-raising effort as required.
- Maintain and update manual and computer records to include management information systems on SIMs.net, and excel based databases.
- To assist in maintaining and collating registers, pupil reports and any other information as required, and supporting first response calls.
- Any other tasks relevant to the post.

Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available

To continue personal development in the relevant area

To participate in the staff review and development appraisal process

Health and Safety Training

To undertake Health and Safety Training on areas within the designated work area

SIGNATURES / AUTHORISATION

Job profiles are general, rather than explicitly describing any particular role and staff would not necessarily be expected to carry out all of the activities described. However staff may also be expected to undertake some duties which are not detailed in the job profile.

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Name:	
Signed:	
Date:	



PERSON SPECIFICATION FOR ADMINISTRATION ASSISTANT LEVEL 3

A. Experience

	Essential	Desirable	Source A = Application I = Interview R= References T= Task/Observation
Experience of using various IT packages i.e Microsoft packages and SIMs system.	E		A, I, T
Experience of undertaking a range of administration task.	E		A, I, R
Experience of general financial procedures.		D	A, I, T
Previous experience of working with children of a relevant age.		D	A, I
Experience of using internet, sending/receiving email	E		A, I

B. Training and Qualifications

	Essential	Desirable	Source A = Application I = Interview R= References T= Task/Observation
2 x GCSE's in English and Maths or equivalent level of qualification	E		A, I
NVQ level 2 in Business Administration or relevant equivalent qualification		D	A, I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source A = Application I = Interview R= References T= Task/Observation
Knowledge of office procedures.	E		A, I
Understanding of a range of general financial processes.		D	A, I
Knowledge of working within a school setting or learning resource facility	E		A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source A = Application I = Interview R= References T= Task/Observation
Ability to deliver polite, courteous and efficient customer service	E		A, I
Good communication skills to deal with adults and children.	E		A, I
Ability to use initiative to respond to and resolve problems.	E		A, I
Ability to prioritise own tasks	E		A, I

E. Legal Issues

	Essential	Desirable	Source A = Application I = Interview R= References T= Task/Observation
Legally entitled to work in the UK	E		A, I