JOB DESCRIPTION

SCHOOL	West Wold Federation (Caistor CE & Methodist Primary School and Grasby All Saints CE Primary School)		
GRADE:	G03 SCP 6 – 9	**ENHANCED DBS REQUIRED?**	Yes
JOB TITLE	Administrative Assistant		
REPORTS TO:	School Business Manager, Headteacher		

1. PURPOSE OF JOB:

To assist the administration team in the provision of clerical and administrative duties

2. MAIN RESPONSIBILITIES, TASKS & DUTIES

i. To carry out telephone, reception and messenger duties. To provide administrative support, including filing, word processing and reprographics work and data input.

ii. To open, distribute incoming mail, record and send outgoing mail. Receive incoming goods and check against orders as required.

iii. To assist with the arrangements of routine school activities such as medical/dental examinations, school photographs, induction evenings etc.

iv. To assist with the general administration of school trips etc.

v. To assist in the compilation of such reports and records, and assessment of data as may be required by the school, governors, Education Authority or DfE.

vi. To assist in the compilation, maintenance and analysis of registers.

vii. To maintain such records as may be required, including admissions, leavers, staff and student records.

viii. To liaise with parents as directed regarding issues relating to individual pupils, including investigating absences.

ix. To handle cash in line with the schools finance policy, which may include collecting money from pupils and parents.

x. To input data onto computerized systems e.g. SAP/SIMS/Integris (or other database software) as required.

3.	**MANAGEMENT OF PEOPLE** **SUPERVISION OF PEOPLE**
4.	**CREATIVITY AND INNOVATION** Work is straightforward and carried out under supervision and within set procedures with little opportunity for creativity.
5.	**CONTACTS AND RELATIONSHIPS** Day to day contacts with parents/carers, staff and external bodies on routine matters.
6.	**DECISIONS** **a) Discretion** Work is carried out within clearly defined policies and procedures; advice can be sought from line manager. **b) Consequences** Impact on school administrative processes, which is likely to be easily identified and remedied.
7.	**RESOURCES** General office equipment needed to carry out tasks, such as PC and audio equipment. To handle cash in line the schools finance policy, which may include collecting money from pupils and parents.
8.	**WORK ENVIRONMENT** **a) Work Demands** Work is subject to many interruptions from reception/telephone duties; this is part of the role and does not cause any significant change to the overall tasks to be carried out. **b) Physical Demands** General office work, may involve long periods of working at a computer. **c) Working Conditions** Work is carried out in a well-lit/ventilated office environment **d) Work Context** Contact with parents/carers, pupils and employees on matters which are routine and non-contentious. The postholder may have limited exposure to abuse/aggression from pupils, parents and carers.

9.	**KNOWLEDGE AND SKILLS** A minimum of five O Levels/GCSEs including English and Mathematics at Grade C/4 or above Computer literacy An understanding of confidentiality and the requirement to manage information securely and with discretion. Desirable – relevant experience in a similar role
10.	**GENERAL** **Job Evaluation** This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council. **Other Duties** The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder. **Equal Opportunities** The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies. **Health and Safety** The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures. **Safeguarding** All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

JOB DESCRIPTION WRITTEN BY (Manager)	**Signed**	**Date**
JOB DESCRIPTION AGREED BY (Postholder)	**Signed**	**Date**