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| **Job Description** | | |
| **Role Title** | **Typically reports to** | |
| Admin Assistant 1 | School Business Manager | |
| **JE Code** | **Grade** | **Date of profile** |
| AG1 | 3 | 25/9/24 |
| **Purpose of the role (job statement)** | | |
| Under the direction/instruction of senior staff: provide routine general clerical, administrative, financial support to the school. | | |
| **Main Duties:-** | | |
| * input, monitor and maintain pupil records in Arbor database system * assist with administration of pupil attendance and school admissions * assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc * assisting with arrangements for visits by school nurse, photographer etc * assist in arrangements for school trips, events etc * assist with reception duties, answering routine telephone and face to face enquiries and signing in visitors   **Individuals in this role may also:-**   * provide routine clerical support e g photocopying, filing, faxing, e-mailing, complete routine forms * maintain manual and computerized records/management information systems * undertake typing, word-processing and other it based tasks * sort and distribute mail and sort out going mail * undertake routine administration e g registers/school meals * ensure daily collection of registers * collecting monies for school trips/uniforms etc under the guidance of senior admin * arrange orderly and secure storage of supplies | | |
| **Responsibilities:-** | | |
| * be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, * confidentiality and data protection, reporting all concerns to an appropriate person * be aware of and support difference and ensure equal opportunities for all * contribute to the overall ethos/work/aims of the school * appreciate and support the role of other professionals * attend and participate in relevant meetings, as required * participate in training and other learning activities and * performance development, as required. | | |

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| **Person Specification – Administrative Assistant 1 AG1** | | | |
| **Area** | **Criteria**  **Requirement - E = Essential - D= Desirable**  **Assessment by Application =A Interview process = I** | **R** | **A** |
| **Skills**  **Knowledge**  **Aptitudes** | * Good understanding and ability to use relevant technology e g Computer equipment/ computer software/printers and   Photocopiers   * Competency with Microsoft Office applications, e.g. Excel and Word and experience with database systems * Keyboard/computer skills * Participate in development and training opportunities * Ability to relate well to children and adults * Work constructively as part of a team: understanding school roles   and responsibilities and your own position within these   * Appropriate knowledge of first aid/willing to train for relevant qualification | E  E  E  E  E | AI  AI  AI  AI  AI |
| **Qualifications and Training** | * Current NVQ level 1 or equivalent in English and Maths and experience in relevant discipline/job role | E | A |
| **Experience** | * General clerical/administrative work | E | A I |
| **Disposition** | * Good communication skills at all levels | E | A I |
| **Conditions of Service** | | | |
| National Joint Council | | | |

**This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.This document must not be altered once it has been signed but will be reviewed annually.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.