



Vacancy Reference No:

Job Title:	Administrative Assistant	Job Number:	L3418D
Directorate:	Children, Learning and Young People	Post Number:	
Service:	Services for Schools	Grade:	Grade 3
Location:	Corley Centre		

32 hours per week, term time only (39 weeks)

Job Purpose:

To ensure the efficient and effective operation of the administrative function and systems within the school, ensuring confidentiality is maintained at all times.

Main Duties and Responsibilities:

Finance – FMS6

1. Raise orders ensuring the correct person is contacted when goods arrive.
2. Process invoices for goods and services provided and organise a regular cheque run to ensure the payment of invoices on time.
3. Ensure accurate input of data into the school financial accounting system, processing and recording financial transactions to the appropriate budgetary codes.
4. Administrate the school fund on a computerised system, reconcile bank statements and organise the yearly audit.
5. Undertake administrative procedures for various school trips, schemes, school clubs, lettings and other activities i.e. collection and reconciliation of cash, maintenance of records etc.

Secretarial Support to Senior Leadership Team

1. Undertake administrative duties as required by the Headteacher, in a timely, organised and professional manner, maintaining confidentiality, including reports to the governing body
2. Liaise with the Senior Leader responsible for Annual Reviews to provide a supportive service, ensuring the smooth administration of the Annual Review process, in line with the SEND Code of Practice and Local Authority systems and processes.

3. Take responsibility for the organisation of Annual Reviews, ensuring appropriate and timely liaison with teaching staff and relevant personnel, collating student information accurately and forwarding documents to parents and the Local Authority within statutory timescales.

General

1. Support the completion of PLASC reports. Ensure data for the completion of PLASC is regularly updated.
2. Input assessment data as required
3. Ensure staff records are kept up to date
4. Update general information regarding staff when necessary
5. Ensure staff telephone numbers, addresses and emergency contacts are updated each year and available in the office
6. Open the school post each day and ensure it is circulated to the correct staff
7. Receive visitors into the school and inform appropriate point of contact
8. Handle external queries and receive telephone calls, relaying messages to staff
9. Receive enquiries from parents and other visitors
10. Contact the relevant ICT support when the system is not working correctly or when support is needed. Update the system when necessary, using information provided by ICT support.
11. Contact the LA, other educational establishments, support services, external agencies, etc. to relay and request information as required.
12. Send and receive e-mails.
13. Undertake word processing, typing, duplication and collating of documents, memos, letters and communication of information.
14. Duplicate and collate documents, letters, newsletters, etc. as required, updating the school website as required.
15. Maintain the filing system for all official documents and general correspondence.
16. Ensure the documents received from the delivered "school envelope" are processed.
17. Retrieve information from files, as required.
18. Carry out the following tasks to assist in the recruitment process for school staff:
 - Issue information packs to prospective applicants.
 - Photocopy and collate application forms for short-listing and interview panels.
 - Obtain references for the interviews
19. Attend relevant training courses to update knowledge and extend own understanding of particular areas.

20. Participate in the performance management review cycle to discuss achievements against job description and identify areas of training needs
 21. Any other duties and responsibilities within the range of the salary grade.
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All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

This job description may be amended at any time, following consultation between the School Business Manager or Headteacher and the post-holder. It will be reviewed annually.

Responsible to: School Business Manager

Person Specification

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	Job Requirements
Knowledge:	<ul style="list-style-type: none"> • An understanding of administrative procedures • An ability to use all office equipment within the context of Health and Safety Regulations • An working knowledge of Word and Excel programmes

Skills and Abilities:	<ul style="list-style-type: none"> • Able to be a supportive member of a team • Able to communicate, and enjoy working with children in a sensitive and caring manner within a multicultural setting • Able to prioritise and organise workload to meet deadlines and remain calm under pressure • Able to support the provision of secretarial services • Able to liaise and communicate effectively with staff, parents, students and visitors by telephone and on an interpersonal level, to obtain and give information in a courteous way and to resolve queries and filter callers where appropriate • Able to maintain financial accounts relating to official and unofficial funds, using both computerised systems and paper records for audit purposes. • Able to draft letters and compose replies and produce statistics and reports as required • Able to sort, identify, classify, record and file accurately in alphabetical, numerical and subject order • Able to reconcile cash/cheques and school bank accounts • Able to record and present information in a neat and legible way • Able to stay calm during challenging communication situations and follow agreed guidelines for such situations • Able to operate office equipment such as photocopier, computer, etc. • Able to recognise the importance of, and maintain security and confidentiality within, the guidelines of the Child Protection Act • Able and willing to undertake staff training and development courses
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Experience:	<ul style="list-style-type: none"> • Proven clerical background covering activities such as typing, filing, maintenance of records, using the telephone, dealing with people • Maintenance of financial accounts and cash handling • Word processing experience using Windows packages, e.g. Microsoft Word, Excel. Conversant with using emails and Microsoft Outlook • Experience of using SIMS system would be an advantage but training would be given
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Educational:	<ul style="list-style-type: none">• Word processing to RSA II standard
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Special Requirements:	<ul style="list-style-type: none">• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.
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Updated 17th March 2009