

JOB DESCRIPTION

Administrative Assistant

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Job title:	
Administrative Assistant	
Line Manager:	
Head Teacher, but working closely with the Senior Administrator	
Location, Salary & Hours:	
Location: School Based Salary points – NJC scale points 11-14 Hours: XX Hours per week	
Purpose of Role:	
<p>To provide efficient administrative support, to ensure compliance with the Trust and the School administrative and reporting requirements.</p> <p>The following is an outline of the duties that are expected of the Administrative Assistant. It is not a comprehensive or exclusive list and duties may be varied from time to time, according to the needs of the School and the children.</p>	
Duties and Responsibilities	
<ul style="list-style-type: none"> • To act as a link between the administrative team and the Headteacher/School Hub Business Manager/Senior Administrator or other nominated persons. • To undertake word processing of correspondence, standard letters, reports and documents and general administration as required. • To undertake photocopying and document collation as required. • To undertake filing in accordance with the established systems as requested. To work within and maintain all school established administrative systems and procedures. • To use the school's management system (SIMs) for updating pupil data and ensuring all records are maintained and up to date. To assist in the production of reports, lists and other information relating to pupil records as required. • To welcome visitors to the school, ensuring signing in procedures are followed in line with the School's safeguarding policies. • Receiving and prioritising incoming telephone calls, dealing with them appropriately including accurately recording messages as required. 	

- To liaise with staff, governors, pupils, parents and outside agencies as and when required.
- To check the school emails daily and distribute information as appropriate.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct and National Legislation (including Health and Safety and Data Protection/GDPR).
- To maintain discretion and confidentiality of information acquired in the course of undertaking duties for the School.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
- To be responsible for your own continuing self-development, undertaking training as appropriate or as directed.
- To share the responsibility for first aid with the School's other first aiders.
- To handle, process and account for cash.
- To cost, book and manage the collection of payments for school trips.
- To participate in the school's performance management process as required.

Personal Qualities Required:

- Organisational skills with the ability to set targets and meet deadlines, planning and prioritising individual workload.
- Ability to deal sensitively with confidential information and enquiries.
- Ability to work from instruction, making some decisions involving the use of initiative, and to identify emerging problems and situations referring on to others as appropriate.
- Experience of working co-operatively with others to deliver successful outcomes for Plymouth CAST.
- A team player who has a positive approach to dealing with issues.
- Developed interpersonal and communication skills to build a rapport, with empathy to work with all levels and competencies.
- Confident telephone manner.
- An honest, friendly and open approach with high levels of integrity.