

## School Administrative Assistant - JOB SPECIFICATION



<b>POST:</b>	School Administrative Assistant
<b>GRADE:</b>	Grade 3
<b>DIRECTORATE:</b>	People Directorate
<b>SECTION:</b>	Primary Schools
<b>LOCATION:</b>	Hollyfast Primary School
<b>DURATION:</b>	Permanent full-time, term time plus 5 training days plus 2 weeks holiday cover agreed based on the organisational needs of the school

### KNOWLEDGE

- An appropriate recognised academic qualification or relevant experience within a similar environment.
- Good IT skills in windows software, word, excel, publisher, email and Internet.
- Demonstrate good literacy and numeracy skills through previous experience and working knowledge.

### SKILLS & ABILITIES

- Ability to communicate, and enjoy working, with children in a sensitive and caring manner.
- Able to prioritise and organise workload to meet deadlines, cope with interruptions and remain calm under pressure.
- Able to liaise and communicate effectively with staff, parents, children and others 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 draft letters and compose replies, and produce statistics and reports as required.
- Able to sort, identify, classify, record and file accurately in alphabetical, numerical, subject order.
- Able to maintain financial accounts relating to official and unofficial funds, both computerised systems and paper records for audit purposes.
- Able to reconcile cash/cheques and school bank accounts.
- Able to record and present information in a neat and legible way.
- Able to support the provision of secretarial services, e.g. maintain diary, book appointments, arrange meetings and interviews, minute meetings.
- Able to stay calm in the presence of irate visitors and follow agreed guidelines for such situations.
- Able to operate office equipment such as photocopier, computer, office machinery, etc.
- Ability to recognise the importance of, and maintain security and confidentiality within, the guidelines of the Child Protection Act and General Data Protection Regulations.
- Able and willing to undertake staff training and development courses.

### EXPERIENCE

- Proven administrative background covering activities such as typing, filing, maintenance of records, using the telephone, dealing with people.
- Experience of an educational setting.
- Maintenance of financial accounts and cash handling.
- Word processing experience using Windows packages, e.g. Microsoft Word, Excel, Email, Internet.
- Experience of using schools computer system (SIMS) is an advantage but training would be given.

### SPECIAL REQUIREMENTS

- A willingness to participate in in-service training and professional development.
- Possession of a current First Aid Certificate or willingness to undertake training for this qualification.
- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- This post is exempted under the Rehabilitation Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS)

**Date Reviewed: March 2021**