

Job Description

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| Directorate: | Children's Services | | |
| Post Title | Administrative Assistant Level 3 A1017 | | |
| Evaluation | 406 Points | Grade: | N4 |
| Responsible to | School Business Manager | | |
| Responsible for | N/A | | |
| Job Purpose | To provide comprehensive secretarial and administrative support to the school. | | |

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Create and maintain records organise and minute meetings, responding to and answering inquiries including by letter, maintain office systems and diaries, etc.
- 2 Ensure that office machinery, stationery and other office consumables (including basic maintenance of equipment) are ordered in accordance with purchasing procedures.
- 3 Respond to enquiries, verbally and in writing, arising from a variety of sources and decide on subsequent action.
- 4 Manage manual and computerised records and information systems, in order to maintain a comprehensive, up to date paper and electronic filing and information system, using standard reports, various software and respond to ad hoc queries, where appropriate. This may include setting up of layouts of documents, flow charts, diagrams, tables and basic analysis of data such as attendance figures and exam results.
- 5 Collate pupils reports as required.
- 6 Assist in the training of, demonstration of duties to, and giving support to staff and volunteers.

- 7 Collecting, accounting for, reconciling and security of petty cash, dinner money, school fund and/or other amounts of cash/expenditure, cheques etc in accordance with Financial Regulations.
- 8 Liaise with staff, pupils and parents as appropriate to meet the requirements of the school including the provision of reception service, arranging events, work experience and administering cover for absent teachers.
- 9 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 10 The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

March 2012