

Job Description and Person Specification

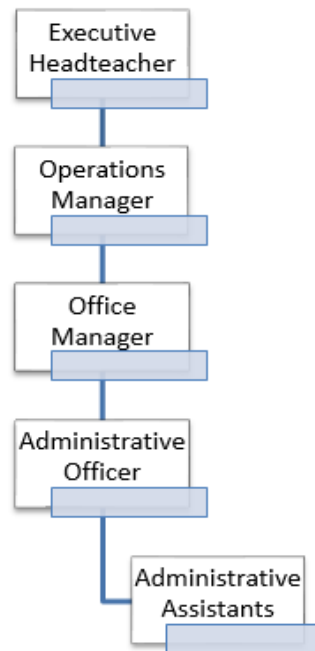
Job title	Admin Assistant
School	John Rankin Schools
Salary grade	C
Work location	Across the Federation
Reports to	Admin Officer/Office Manager
Supervises	

JOB PURPOSE

Under the instruction/guidance of senior staff, to provide general clerical, administrative and financial support to the school.

This job falls within the definition of regulated activity and therefore will be subject to an Enhanced DBS with barred list check.

STRUCTURE CHART



MAIN DUTIES AND RESPONSIBILITIES

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc
- Assist with arrangements for school trips, events etc.

MAIN DUTIES AND RESPONSIBILITIES

- Provide general clerical administrative support, e.g. typing, photocopying, scanning, manual filing, emailing, completion of standard forms, and responding to routine correspondence/emails
- Maintain manual and computerised records and update management information systems and databases
- Produce lists/information/data as required, e.g. pupil data
- Take notes at meetings
- Sort and distribute mail
- Undertake administrative procedures
- Maintain and collate pupil reports
- Undertake routine administration of school lettings/use of school premises
- Maintain stock and supplies, distributing as required
- Operate uniform/snack shops in the school
- Provide general advice and guidance to staff, pupils and others
- Undertake general financial administration
- Attend and participate in relevant meetings as required
- Participate in training and other learning and development activities as required
- Other duties, as required, in accordance with the level and nature of the post
- Promote the welfare of children and support the school in safeguarding children through relevant policies and procedures
- Promote equality as an integral part of the role, respecting differences, and treating everyone with fairness and dignity.
- Comply with school health and safety policies, procedures and rules, taking reasonable care of self and others.

SCOPE (impact on/control of resources, people, money etc)

This role has no budgetary responsibility and no line management responsibility.

PERSON SPECIFICATION	Essential/ Desirable
Qualifications	
GCSE Maths and English to grade C or above, or NVQ 2 in relevant area (e.g. business administration), or equivalent experience	Essential
Experience	
Experience of working in an office environment, or general clerical, financial or administrative experience	Essential
Knowledge and understanding	
Knowledge of first aid	Essential
Good understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities	Essential
Understanding of need for confidentiality	Essential
Skills and abilities	
Ability to use Outlook, and a web browser to access information	Essential
Good ability to use Microsoft Office (Word, Excel, PowerPoint etc)	Essential
Good numeracy and literacy skills	Essential
Ability to relate well to children and to other adults	Essential
Ability to work as part of a team	Essential
Work-related personal qualities	
Able to identify own training needs and willingness to take part in learning and development activities	Essential
Able to stay calm under pressure	Essential
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post.	Essential