

**The Grove Infant and Nursery School  
Administrative Assistant**



**JOB DESCRIPTION**

**TITLE OF JOB** : **ADMINISTRATIVE ASSISTANT**  
**GRADE** : **H1-3**

**1. JOB OUTLINE**

**1 a) REASON JOB EXISTS**

To provide administrative and clerical support to the school.

**1 b) MAIN AREAS OF RESPONSIBILITY**

- Carry out administrative tasks, including data inputting, filing and record keeping.
- Support with school admissions processes – organising visits to school and entering data.
- Maintain computerised records, using SIMS.
- Prepare and submit computerised reports, audits, and returns using a variety of data bases.
- Assist the admin team with general reception duties, pupil welfare and telephone enquiries.
- Assist with arrangements for visits, for example by school nurse, photographer and school trips.
- Ensure collection of attendance registers/ensure attendance is completed in the MIS system for all classes. Support with contacting children's parents/carers for absent children.
- To receive deliveries, check and arrange orderly and secure storage of supplies.
- Support with arranging club administration.

**1 c) EQUALITIES**

Be aware of and support inclusion and ensure that the school's Equalities and Diversity policies are followed.

**1 d) HEALTH AND SAFETY**

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

**1 e) DISCLOSURE AND BARRING SERVICE**

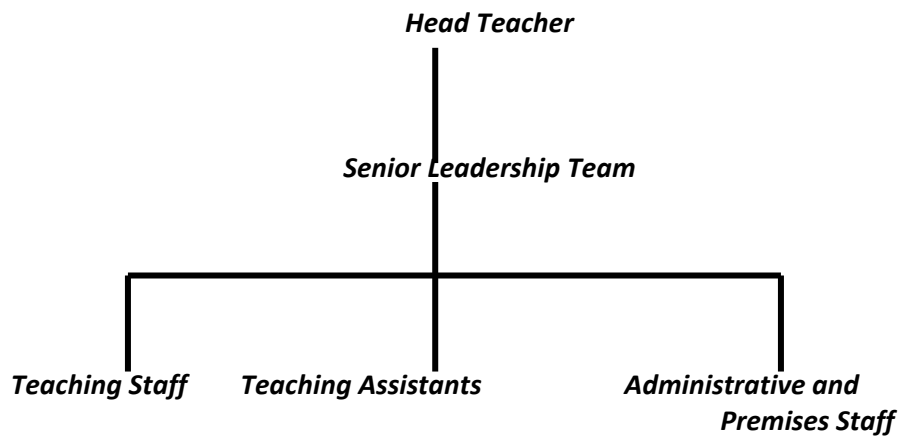
This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of Hertfordshire County Council's pre-employment checks. If you are invited to an interview you will receive more information.

**1 f) ADDITIONAL INFORMATION**

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the school's policies and practices.

**\*\* The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

## **2. ORGANISATION CHART**



## **3. SUPERVISION**

The jobholder is managed by the Senior Leadership team and the Head teacher.

## **4. JOB CONTEXT**

The jobholder works with administrative and teaching staff who provide the full range of reception and administrative functions for the school.

## **5. CONTACTS**

All members of staff in the school.  
Parents and visitors.

## **6. KNOWLEDGE, EXPERIENCE AND TRAINING**

- Excellent numeracy and literacy skills
- Excellent IT skills, knowledge of applications
- Excellent communication skills
- Ability to work in a team
- Evidence of accredited learning relevant to the post (at NVQ3 level) is desirable but not essential.
- Understanding of the needs of children, families and staff

## **7. PROBLEMS AND DECISIONS**

The jobholder sometimes needs to exercise discretion in filtering phone calls for the Head teacher (and other members of staff) whilst ensuring that all enquiries are dealt with expeditiously.