



SHEPHERD PRIMARY SCHOOL JOB DESCRIPTION & PERSON SPECIFICATION



JOB TITLE: Admin Assistant
REPORTS TO: Head Teacher
SALARY RANGE: H3
START DATE: September 2024

1. JOB OUTLINE

1 a) REASON JOB EXISTS

To provide routine clerical, administrative and financial support to the school.

1 b) MAIN AREAS OF RESPONSIBILITY

- Undertake reception duties including response to telephone and personal enquiries.
- Assist with pupil welfare matters, including contacting parents and staff.
- Provide clerical support, this to include photocopying, filing, email.
- Maintain manual and computerised records.
- Undertake typing and word-processing, and other IT based tasks.
- Carry out routine financial and administrative tasks, including the collection of money and the completion of records and registers in accordance with school policy.

1 c) EQUALITIES

Be aware of and support difference 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) CRIMINAL RECORDS BUREAU

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.

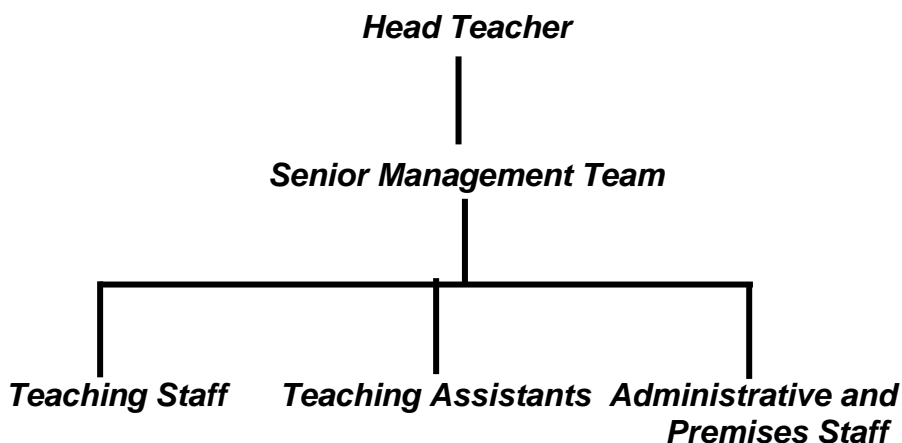
An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Criminal Records Bureau is in the guidance notes to the application form. If you are invited to an interview 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 schools' 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 a more senior administrator (or school secretary).

All non-routine decisions are referred upwards.

4. JOB CONTEXT

The jobholder is one of a team of administrative staff who provide reception and support services to the school.

The work is varied and has daily, monthly and termly routines.

5. CONTACTS

The jobholder works with all members of staff in the school and has frequent contact with parents and visitors.

6. KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of clerical and administrative work.
- Good numeracy and literacy skills.
- Basic knowledge of first aid.
- Ability to use standard office software.
- Ability to work in a team.
- Understanding of the needs of children.

7. PROBLEMS AND DECISIONS

The jobholder decides whether a sick or injured child should either remain at school, or be collected by a parent or carer or taken to hospital.

The jobholder exercises discretion in filtering letters and phone calls for the headteacher (and other senior managers) whilst ensuring that all enquiries are dealt with expeditiously.

8. DIMENSIONS

The job requires the recording and banking of small sums of money collected from pupils and staff.

ADMIN ASSISTANT - JOB SPECIFICATION

Factors	Essential	Desirable	Assessment Method
Qualifications	GCSE English and Maths (or equivalent)	Basic First Aid training Safeguarding training	Application form Certificates seen at interview
Training		Evidence of Continuing Professional Development	Application form
Experience	Working with people Customer services skills	School background Working with Arbor Money handling	Application form Selection process Interview
Knowledge and Skills	IT literate inc. word processing, emails	Excel Website management	Application form Selection process Interview
Personal Qualities	Ability to use own initiative Friendly rapport with parents Accurate, attention to detail Work without supervision Good telephone manor		Application form Selection event