



Job Description for Administrative Assistant

Arrangement:	Part time – 30 Hours Term Time Only Working Hours: Monday – Friday 8.15 am to 2.45 pm (including a 30 minute lunch break)
Salary:	Grade 3: Points 4 - 6
Main Purpose:	To be part of the administration team with specific responsibility for the effective running of reception
Main Activities:	<ul style="list-style-type: none">• To provide an efficient and welcoming reception experience• Ensure all visitors sign in; issue identity badge and safeguarding/evacuation information and explaining the School Values / “Golden Ticket” system• Deal with minor reception / visitor queries• Answer all telephone calls promptly, deal with any minor queries, taking accurate messages as necessary to pass on to the appropriate person• Support the Senior Administrative Assistant/Headteacher’s PA• To liaise with parents/carers regarding pupil medical and first aid issues, if required• Responsibility for taking relevant reception documents to the fire assembly point to account for staff and visitors, during any fire drills or alarms• To sort, stamp and take the outgoing post to the Post Office/ post box, ensuring an accurate record is kept• Distribution of incoming post to relevant staff• Maintain stocks of visitor refreshments• Other relevant administration duties as deemed appropriate by the Headteacher
Additional duties:	<ul style="list-style-type: none">• To play a full part in the life of the school community and to support its distinctive mission and ethos.• Promote and safeguard the welfare of children and young persons.• Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.• Be aware of, support and ensure equal opportunities for all.• Contribute to the overall ethos/work/aims of the school and supports its distinction mission• Appreciate and support the role of other professionals.• Participate in training and performance development as required• To attend first aid training as required in order to be able to provide first aid to pupils, staff and visitors as required• To attend other training courses as required• Any other duty as deemed appropriate to the post by the Headteacher.

ELMWOOD SCHOOL



Person Specification for Administrative Assistant

Factors	Essential or desirable	Measured by A - application S - selection method I - interview
Qualifications		
High level of literacy and numeracy (GCSE grade C or equivalent in English & Maths).	E	A/I/S
Experience and Knowledge		
Computer and keyboard skills and to be able to operate relevant office equipment and IT packages (Microsoft Office)	E	I
Knowledge of Management Information Systems	D	A/I
Familiar with office equipment e.g. phone systems, copiers	D	A/I
Working within a school or busy environment	D	A/I
Practical Skills, Personal Qualities and Behavioural Attributes		
Excellent verbal and written communication skills	E	A/I/S
Good time-management, organisational skills and work-planning	E	I
Effective team worker	E	I
An ability to provide high levels of customer care at all times	E	I
Excellent inter-personal skills, with both children and adults	E	I
Self-motivated and enthusiastic	E	A/I
An open, honest and active listener	E	I
An ability to remain calm when under pressure	E	I/S
A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service	E	I
Able to confidently handle customer queries and challenges	E	I
Ensure information is kept confidential	E	I