

## Job Description

<b>Directorate:</b>	Children's Services	
<b>Post Title</b>	Administrative Assistant Level 2	A1076
<b>Evaluation</b>	367 Points	<b>Grade:</b> N3
<b>Responsible to</b>		
<b>Responsible for</b>	N/A	
<b>Job Purpose</b>	To provide 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 Maintain records, organise meetings and events in the school as directed. Maintain office systems, diaries and provide information/letters to parents and pupils.
- 2 Ensure that office machinery, stationery and other office consumables (including basic maintenance of equipment) are ordered in accordance with purchasing procedures. To arrange servicing and repair of school equipment.
- 3 Collect, record, compile and present data both manually and electronically, 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.
- 4 Collate pupils' reports as required.
- 5 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.
- 6 Liaise with staff, parents and external bodies to meet the requirements of the school, including the provision of reception services, arranging events, work experience placements, eye tests etc.
- 7 To promote and implement the School's Equality Policy in all aspects of employment and service delivery.

- 8 Promote and safeguard the welfare of children and young people s/he is responsible for or comes into contact with
- 9 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures

January 2007