

Job Description

Directorate:	Children's Services	
Post Title	Administrative Assistant Level 2	A1076
Evaluation	367 Points	Grade: N3
Responsible to		
Responsible for	N/A	
Job Purpose	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