

Northumberland County Council  
**JOB DESCRIPTION**

<b>Post Title:</b> Admin Assistant (Level 2)	<b>Director/Service/Sector : Children's Services</b>		<b>Office Use</b>
<b>Band:</b> 2	<b>Workplace:</b>		JE ref: SG2 HRMS ref:
<b>Responsible to:</b> Senior admin. Manager/senior member of teaching staff	<b>Date:</b>	<b>Manager Level:</b>	
<b>Job Purpose:</b> Under the instruction/guidance of senior staff: provide general administrative/financial support to the School, maintaining confidentiality at all times.			
<b>Resources</b>	Staff	Some responsibility for the co-ordination or training of other employees	
	Finance	Ordering goods and equipment including stock control	
	Physical	Handling and processing of manual or computerised information, where care, accuracy, confidentiality and security are important.	
	Clients	Internal (Teachers, Other Staff, Pupils) and External (Parents, Visitors, Members of the Public)	
<b>Duties and key result areas:</b>			
<b>Organisation</b>			
<ol style="list-style-type: none"> <li>1. Undertake reception duties and hospitality, answering general telephone and face to face enquiries and signing in visitors</li> <li>2. Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.</li> <li>3. Assist in arrangements for schools trips, events etc</li> </ol>			
<b>Administration</b>			
<ol style="list-style-type: none"> <li>1. Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence</li> <li>2. Maintain manual and computerised records/management information systems</li> <li>3. Produce lists/information/data as required e.g. pupils data</li> <li>4. Undertake typing and word-processing and other IT based tasks</li> <li>5. Undertake ICT tasks within the LEA approved IT systems e.g. SIMS and Agresso, as directed.</li> <li>6. Take notes at meetings and prepare minutes</li> <li>7. Sort and distribute mail</li> <li>8. Undertake administrative procedures</li> <li>9. Maintain and collate pupil reports</li> <li>10. Undertake routine administration of school lettings and other uses of school premises</li> </ol>			
<b>Resources</b>			
<ol style="list-style-type: none"> <li>1. Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet, SIMS)</li> </ol>			

2. Maintain stock and supplies, cataloguing and distributing as required
3. Operate and record dinner money and all other school sales e. g. uniform, concert tickets, etc (all operations to be carried out in line with current LEA Financial Regulations)
4. Provide general advice and guidance to staff, pupils and others
5. Undertake general financial administration e.g. processing orders

**Responsibilities**

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Be aware of and support difference and ensure equal opportunities for all
3. Contribute to the overall ethos/work/aims of the school
4. Appreciate and support the role of other professionals
5. Attend and participate in relevant meetings as required
6. Participate in training and other learning activities and performance development as required
7. Such other responsibilities allocated which are appropriate to the grade of the post

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

**Work Arrangements**

Transport requirements: Working patterns: Working conditions:	
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**PERSON SPECIFICATION**

<b>Post Title:</b> Admin Assistant (Level 2)	<b>Director/Service/Sector:</b> Children's Services	Ref: SG2
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
NVQ 2 or equivalent qualification or experience in a relevant discipline e.g. RSA Level 2 Word Processing  Good numeracy and literacy skills	NVQ 2 Literacy and numeracy or an equivalent qualification	(a)  (t)
<b>Experience</b>		
Experience of general clerical/administrative/financial work	Administrative and clerical experience gained in a school or educational establishment  Experience of an IT based administration system e.g. Oracle/SIMS	(a)
<b>Skills and competencies</b>		
Ability to use IT effectively  Good keyboard skills  Knowledge of relevant policies/codes of practice and awareness of relevant legislation  Ability to relate to children and adults Ability to work as a member of a team		(a), (i).
<b>Physical, mental and emotional demands</b>		
<b>Other</b>		
Willingness to participate in training and development		(i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits