

# HYDE PARK JUNIOR SCHOOL

## JOB DESCRIPTION

<b>POST TITLE:</b>	Administrative Assistant
<b>GRADE:</b>	Grade C
<b>HOURS:</b>	30 Hours per week Term Time Only (40 weeks pa)
<b>RESPONSIBLE TO:</b>	Office Manager
<b>MAIN PURPOSE OF JOB:</b>	Under the direction/instruction of senior staff to provide routine administrative support to the school.

---

### **Duties and Responsibilities to include:**

- Undertake reception duties including answering routine telephone calls, face to face enquiries and welcoming visitors.
- Manage registers and monitor absences
- Liaise with Education Welfare Officer
- Process applications for Free School Meals.
- Pupil First Aid, medical needs
- Provide routine admin support e.g. photocopying, filing, typing, e-mailing and complete routine forms.
- Take Minutes at meetings if required
- Maintenance of pupil and staff data on Sims.Net.
- Undertake word-processing and other IT based tasks.
- Sort and distribute mail, under guidance of Office Manager.
- Processing School meals registers and associated tasks.
- Assist in the processing of DBS forms and the maintenance of Single Central Register.
- Assist with annual inventory check.
- Assist with processing of orders.
- 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.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training and other learning activities and performance development as required.
- Any other duties commensurate with the grade of the post that may be reasonably assigned.

# HYDE PARK JUNIOR SCHOOL

## PERSON SPECIFICATION

### Administrative Assistant/Receptionsist

	ESSENTIAL	DESIRABLE
<b>EXPERIENCE AND JOB KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Experience of providing administrative support in an office environment.</li></ul>	<ul style="list-style-type: none"><li>• Experience of working within a school environment providing general administrative support.</li><li>• Knowledge of Sims.Net</li></ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• GCSE Grades A-C or equivalent in Maths and English.</li><li>• A commitment to personal and professional development.</li></ul>	<ul style="list-style-type: none"><li>• NVQ Level 2 Administration or demonstrable relevant experience.</li></ul>
<b>JOB RELATED ABILITIES</b>	<ul style="list-style-type: none"><li>• Good organisational skills.</li><li>• A friendly approachable manner</li><li>• Ability to prioritise tasks and work under pressure in order to meet deadlines.</li><li>• Ability to deal with a range of stakeholders in a positive and professional manner, including managing challenging clients</li><li>• Keyboard/computer skills.</li><li>• Ability to work effectively as part of a team and on own initiative.</li><li>• Ability to maintain confidentiality and work with discretion and sensitivity.</li><li>• Ability to develop good relationships with staff, pupils and other partners.</li><li>• Good numeracy/literacy skills.</li><li>• Excellent communication skills.</li><li>• A meticulous approach and attention to detail.</li><li>• Experience of managing and co-ordinating diaries.</li><li>• Ability to work to tight deadlines whilst still maintaining a high quality of work and output.</li></ul>	<ul style="list-style-type: none"><li>• Experience of DBS procedures</li></ul>