

HYDE PARK JUNIOR SCHOOL

JOB DESCRIPTION

POST TITLE:	Administrative Assistant
GRADE:	Grade C
HOURS:	35 Hours per week Term Time Only (40 weeks pa)
RESPONSIBLE TO:	School Business Manager
MAIN PURPOSE OF JOB:	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
- Support for diabetic pupil (following training)
- 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, Insight etc.
- Undertake word-processing and other IT based tasks.
- Sort and distribute mail, under guidance of School Business Manager.
- Processing School meals registers and associated tasks.
- Banking of income for School Fund and School Budget Share as required.
- Assist in the processing of DBS forms and the maintenance of Single Central Register.
- Typing of documents and correspondence as required.
- 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.

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PERSON SPECIFICATION

Administrative Assistant/Receptionsist

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

QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE Grades A-C or equivalent in Maths and English, • A commitment to personal and professional development. 	<ul style="list-style-type: none"> • NVQ Level 2 Administration or demonstrable relevant experience. • Degree
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