



# Earlsfield Primary School

## Job Description

### Administration Assistant (A1)

**Grade:** Scale 2

**Main Duties:**

Under the direction of the School Business Manager and Senior Admin Officer to work in the school office providing routine general clerical, administrative or financial support.

**Working Pattern:**

- Term Time Only (TTO) or All year round (AYR)
- **Full time hours are 36 per week.**

**Conditions of Service Applicable:**

- NJC for Local Government Services (Green Book)

**Grade:**

- Scale 2

**Pay Points:**

- Spinal Column Point 4

**Method of Payment:**

- Monthly (15th)

**Annual Leave:**

- The annual leave year is the 12 month period beginning 1 April each year.
- For TTO staff an allowance is made in the TTO notional pay and hours calculation for annual leave and 8 Bank Holidays. Leave is taken during school closure periods.
- For AYR staff annual leave entitlement may be taken on term days to be agreed with managers and in school holidays. The entitlement must be pro rata for AYR part-time staff who do not work every day.

**Annual leave entitlement from 1 April 2010**

Grouping by SCP and Grade		Entitlement in working days	
Spinal Column Point	Grade	Less than 5 years local government service	More than 5 years local government service
4 – 10	Scale 2,3,4	27	30

Included in the above entitlement is one concessionary day applicable to employees in post on 25<sup>th</sup> December which may be taken during the Christmas period, plus the two former extra-statutory days.

## **Areas of Responsibility and Key Tasks**

### **Organisation**

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid and welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assisting with arrangements for visits by school nurse, photographer etc.

### **Administration**

- Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms
- Maintain manual and computerised records/ management information systems
- Undertake typing, word-processing and other IT based tasks
- Sort and distribute mail
- Undertake routine administration e.g. registers and school meals etc.

### **Resources**

- Operate office equipment e.g. photocopier, computer etc.
- Arrange orderly and secure storage of supplies
- Undertake routine financial administration e.g. collect and record dinner money

### **Responsibilities**

- 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 and aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

### **Safeguarding**

- Show a commitment towards school policies in Equal Opportunities and Child Protection and have a full understanding of these policies and embrace all aspects of school policy in relation to these areas.
- To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection

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## Person Specification

### Administration Assistant



	Essential	Desired
<b>Attributes</b>		
Committed and reliable	✓	
Positive and enthusiastic	✓	
Adaptable and helpful	✓	
Organised	✓	
Able to work well with and relate to children, colleagues and parents/carers	✓	
An interest in education and child development	✓	
Good communication skills	✓	
Willingness to participate in development and training opportunities and a commitment to self-improvement	✓	
<b>Skills and qualifications</b>		
Good level of literacy and numeracy (equivalent to GCSE grade C or above)	✓	
Good IT skills (able to use computer, email, photocopier)	✓	
NVQ level 2/3		✓
Educated to degree level		✓
<b>Experience</b>		
General clerical / Administrative work	✓	
Experience of working in a primary school		✓
<b>Knowledge and Understanding</b>		
A good understanding of and ability to use relevant technology	✓	
Relevant computer skills to enable the completion of tasks in an admin environment	✓	
Knowledge of admin software such as Microsoft Office and Google Docs	✓	
A willingness to take part in development and training opportunities	✓	
An understanding of the safeguarding responsibilities of the role	✓	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓	
An understanding of and commitment to equal opportunities	✓	
Basic knowledge of first aid		✓