



WEST JESMOND PRIMARY SCHOOL JOB DESCRIPTION

POST TITLE: Administrative Assistant Level 3

GRADE: N4

RESPONSIBLE TO: Office Manager and School Business Manager

RESPONSIBLE FOR: N/A

JOB PURPOSE:

To provide comprehensive secretarial, administrative and hospitality support to the school.

MAIN DUTIES:

This list is typical of the level of duties expected of the post holder. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

1. Liaise with staff, parents and external bodies to meet the requirements of the school, including the provision of reception services, arranging events, school trips, work experience placements etc.
2. Maintain records, organise meetings and events in the school as directed. Maintain office systems, diaries and provide information/letters to parents and pupils.
3. Provide a hospitality service for visitors to the school.
4. 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.
5. 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.
6. Collate pupils' reports as required.
7. Collecting, accounting for, reconciling and security of cash and money systems in accordance with Financial Regulations.

8. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
9. The post holder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.