

Job Description

Position Title	Admin Assistant		
Location	Oaklands Park School		
Reporting to	Head and Executive Head		
Grade	B		
Directorate/Section	Schools		
Effective date	1 st September 2010	Job Number	G.0383

Job Purpose:

The main purpose of the job is to provide general administrative support and office duties.

The post holder will also undertake general receptionist duties, providing a first line of contact.

Main duties and responsibilities

- Welcoming and signing in visitors
- Dealing with incoming calls to the school
- data entry / extraction as required
- filing both in manual and electronic systems
- deal with all incoming post and emails as appropriate
- collection and recording of cash.
- generate standard information reports as required,
- complete appropriate forms to record information
- statistical returns as required
- maintain admin IT programmes
- running the main school diary
- distribution of letters to staff and pupils

Person specification:

Attribute	Essential	Desirable	Method of Assessment
Management	◦	◦	◦
Experience	◦	◦	◦
Practical Skills	◦	◦	◦
Communication	◦	◦	◦
Personal Qualities	◦	◦	◦
Strategic Thinking	◦	◦	◦
Technology / IT Skills	◦	◦	◦
Education and Training	◦	◦	◦
Equal Opportunities	◦ Devon County Council and it's staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties		◦ Demonstrate knowledge at Interview
Physical	◦ Able to carry out the duties of the post with reasonable adjustments where necessary		◦ OH1
Other relevant factors	◦ Commit and conform to DCC Customer Service Standards		◦

1. Supervision and Management:

The job holder will not have any direct responsibility for other members of staff.

2. Creativity and Innovation:

This role is varied and will require a great degree of initiative and self-prioritising. There would be opportunities for the progression of your own professional development.

3. Links with other officers, Service users or Members of the Public:

Direct line management will be with the Head and Bursar.

The job holder will be expected to liaise effectively with all staff, children and their parents/carers on a daily basis.

This job will be subject to enhanced CRB disclosure.

4. Levels of Responsibility:

The job holder will be expected to determine your own priorities within the role, but to seek guidance to resolve more complex issues.

5. Effects of Decisions:

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Working within a school requires the ability to think on your feet, sometimes working under pressure. As the front line contact of the school the job holder must have excellent inter-personal skills to deal with the all elements of the role.

6. Resources:

The job holder be responsible for recording and banking cash.

7. Work Demands:

This role requires some multi-tasking and effective time management.

8. Physical Demands:

The role will require the job holder to use normal physical effort to carry out duties such as using data systems, answering and responding to telephone calls, dealing with email correspondence filing and other ad hoc administrative duties.

9. Working Conditions:

The job holder will work in an office based environment that will be appropriately lit, heated and ventilated.

10. Work Context:

There will be interaction with parents/ carers/ children and as such confidentiality will be required.

11. Knowledge and Skills:

You will be expected to have a good level of communication skills both written and verbal, organisation skills and both numerical and ICT skills.

Job GLPC profile – to be completed by the J.E team

SMP	CandI	CandR	D.D	D.C	Res	WDM	PDM	WCN	WCT	KandS	Score

Health & Safety:

The purpose of this section of the JD is for the **manager to identify the main H&S risks associated with the job with a view to making the job-holder aware of them.** This list is not exhaustive and does not replace the Risk Assessment document.

The “Action to be taken” section should be completed and discussed with individual job-holders (J/H).

Potential Hazards	Applicable to this job? (✓)	Action to be taken	<i>Examples of action to be taken (this list is not exhaustive)</i>
Display Screen Equipment			<i>Conduct regular workstation assessments through Cardinus software</i>
Electricity – fixed / portable			<i>Ensure PAT¹ certificates are up-to-date</i>
Manual handling			<i>Ensure J/H attends appropriate training</i>
Verbal / physical abuse			<i>Ensure J/H is familiar with appropriate policies & procedures</i>
Work equipment			<i>Ensure J/H is familiar with all equipment and its proper usage and maintenance</i>
Fire			<i>Ensure J/H is familiar with evacuation procedures and use of fire-fighting equipment (if appropriate)</i>
Environmental			<i>Wear appropriate PPE²</i>
Isolation / lone-working			<i>Ensure J/H is familiar with appropriate policies & procedures</i>
Slips, trips & falls			<i>Ensure J/H is familiar with appropriate policies & procedures</i>
Chemical			<i>Ensure J/H is familiar with appropriate policies & procedures and wears PPE if required</i>
Working with Vulnerable persons			<i>Ensure J/H is familiar with appropriate policies & procedures</i>
Premises related			<i>Ensure J/H is familiar with appropriate policies & procedures</i>
Transport risks			<i>Ensure J/H is familiar with operation of vehicle(s) and safety procedures</i>
Working at heights			<i>Ensure J/H wears appropriate PPE and follows safe system of work</i>
Other hazards not identified above			<i>Deal with on an individual basis,</i>

¹ Portable appliance test

² Personal protective equipment

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Signatures

Job Description agreed by:

Line/Originating Manager:

Name: _____ **Signature:** _____ **Date:** _____

Head of Service/Head teacher:

Name: _____ **Signature:** _____ **Date:** _____