CITY OF YORK COUNCIL	**JOB DESCRIPTION**			**Form JD1**
JOB TITLE: School Admin Assistant			**POST NUMBER:** E****742	
REPORTS TO (Job Title):			Headteacher	
DEPARTMENT: Schools			**GRADE**: 3	
JE REF:	1289		**PANEL DATE:**	181006

1.	**MAIN PURPOSE OF JOB**	
	To provide an efficient and effective reception, secretarial and admin support function within a school under the guidance of a more senior colleague / Headteacher.	
2.	**CORE RESPONSIBILITIES, TASKS & DUTIES:**	
	i.	General admin & advisory support to Head and other school staff. Maintaining calendars and arranging appointments.
	ii.	Reception front of house duties (answer telephones, general enquiries). Respond to requests for information, where appropriate, transferring calls to other members of staff and taking accurate messages. Receive visitors, ensuring they are dealt with promptly and courteously. Follow the school's procedure for visitors.
	iii.	Routine clerical support (filing, photocopying). Sort, distribute, post/mail. Taking bookings/supporting extended school activities. Process requisitions, invoices, routine orders and payments.
	iv.	Producing word processed documents, standard letters and forms.
	v.	Produce lists e.g. pupil data. Responsibility for administration in relation to pupil admissions & leavers. Produce accurate returns for external agencies.
	vi.	Support teaching staff to maintain registers and record absences. Admin support for pupil reports and school meals.

	vii.	Maintain staff absence records. Organise timesheets and claim forms.
	viii.	Provide pupil welfare/first aid. General support for school trips / special events.
	ix.	General support in other areas of the school, for example basic technical duties (including specialist areas; ICT, basic premises site maintenance.
3.	**SUPERVISION / MANAGEMENT OF PEOPLE** No responsibility for others other than helping induction of new staff No. Reporting - Direct: None Indirect: None	
4.	**CREATIVITY & INNOVATION** Subject to supervision, established procedures, practices and daily routines - The jobholder has the ability to suggest a better working practice and to implement it with the mutual agreement of the supervisor/ manager. May need to deal with routine problems. Respond to routine correspondence. Design and apply IT systems to support own work. Ability to give routine advice and seek information from pupils / parents	
5.	**CONTACTS & RELATIONSHIPS** Under the guidance of a more senior colleague / Headteacher. All staff, pupils, parents, and Governors. Contact with LA Officers, suppliers, Special Educational Needs (SEN) agencies and Social Services.	
6.	**DECISIONS – discretion & consequences** Working within understood school policies, uses some initiative and judgement. Makes decisions from an established range of alternatives, e.g. ordering supplies, inputting/ updating information on the system. Uses discretion when responding to enquiries so as not to commit any breaches of confidentiality. Judgements involving straightforward, job-related facts or situations. Can suggest modifications/ variations to practices. The administration which the jobholder undertakes has an impact on the internal efficiency of the operations of the department and the service it provides to staff, pupils and/or parents.	

7.	**RESOURCES – financial & equipment** *(Not budget, and not including desktop equipment.)* Description (Value) Normal office equipment, responsible for the accurate handling and security of small sums of cash and cheques.
8.	**WORK ENVIRONMENT – work demands, physical demands, working conditions & work context** **Work Demands** The job has a constant predictable workload with routine. Required to work to deadlines. **Physical Demands,** This role is largely office bound but sometimes involves moving around the school premises **Working Conditions** No unpleasant working conditions. Normal office environment **Work Context** There may be a risk of abuse from some pupils / parents and a risk from contagious illnesses
9.	**KNOWLEDGE & SKILLS** Computer literacy, numerate, typing/secretarial skills. Understanding of a number of routine administrative work procedures. Ability to provide accurate information. Ability to communicate effectively at all levels. Understanding of SEN and child protection issues. A pro-active record of CPD.
10.	**Position of Job in Organisation Structure** 